



Posted: July 10, 2020

## NOTICE AND CALL OF A REGULAR MEETING OF THE TRINIDAD CITY COUNCIL

The Trinidad City Council will hold a regular meeting on  
**TUESDAY, JULY 14, 2020, at 6:00 PM**  
In the Trinidad Town Hall, 409 Trinity Street, Trinidad, CA

**THIS MEETING WILL BE HELD VIA WEBEX VIDEOCONFERENCE**

In accordance with Executive Order N-29-20 this meeting will be held via videoconference, and will be hosted on the **Cisco Webex Platform**. Learn more about Webex here: <https://www.webex.com/>

**PUBLIC COMMENT:** Public comment may be submitted via email in advance of the meeting, or in an orderly process during the conference. If you do not have access to email and you would like to provide a written statement, please deliver your comment to 409 Trinity Street, Trinidad CA, by 2:00pm on the meeting day.

Email public comments to [cityclerk@trinidad.ca.gov](mailto:cityclerk@trinidad.ca.gov) Your comments will be included in the public record for the meeting, and will be accepted at any time during the meeting.

**HOW TO PARTICIPATE:** The City will publish a direct link to the conference, along with the participant code, on the City Calendar page online at <http://trinidad.ca.gov/calendar>

- I. **CALL TO ORDER**
- II. **PLEDGE OF ALLEGIANCE**
- III. **ADJOURN TO CLOSED SESSION – No closed session.**
- IV. **APPROVAL OF AGENDA**
- V. **APPROVAL OF MINUTES – 06-09-2020 cc, 06-23-2020 cc2**
- VI. **COUNCIL REPORTS/COMMITTEE ASSIGNMENTS**
- VII. **STAFF REPORTS – City Manager & Law Enforcement**
- VIII. **ITEMS FROM THE FLOOR**

*At this time, members of the public may comment on items NOT appearing on the agenda. Individual comments will be limited to 3 minutes or less. Comments should be directed to the Council as a whole and not to individual Council Members or staff. Council and staff responses will be minimal for non-agenda items.*

### IX. **CONSENT AGENDA**

*All matters on the Consent Agenda are considered routine by the City Council and are enacted in one motion. There is no separate discussion of any of these items. If discussion is requested by any Council member, that item is removed from the Consent Calendar and considered separately. A single opportunity for public comment on the Consent Agenda is available to the public.*

- 1. Staff Activity Report – June 2020
- 2. Financial Statements – May 2020
- 3. Law Enforcement Report – June 2020
- 4. Minute Corrections; 05-12-2020 cc, 05-21-2020 scc
- 5. Storm Water Project Grant Deadlines & Conditions
- 6. Resolution 2020-15; Committing Water Enterprise Funds to Designated Fiscal Reserve Funds.

**IX. DISCUSSION/ACTION AGENDA ITEMS**

1. Resolution 2020-14; Acknowledging the Public Service of Dwight Miller
2. Discussion/Decision regarding Appointment of New Councilmember to Fill Vacancy Left by the Resignation of Dwight Miller.
3. Discussion/Decision Regarding Draft Water Shortage Planning Process.
4. Discussion/Decision Regarding the Draft Land Use Element of the General Plan.
5. Discussion/Decision Regarding Water Main Replacement for Van Wycke Area of Trinidad
6. Discussion/Decision Regarding Government to Government Meeting Policy.
7. Discussion/Decision to Reinstate Additional Half-Time Deputy Sheriff Position.
8. November Election Schedule and Upcoming Deadlines

**X. FUTURE AGENDA ITEMS**

**XI. ADJOURNMENT**

**APPROVAL OF MINUTES FOR:**

**JUNE 09, 2020 CC  
JUNE 23, 2020 CC2**

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**Supporting Documentation follows with:**

**10 PAGES**

**MINUTES OF THE REGULAR MEETING OF THE TRINIDAD CITY COUNCIL**  
**TUESDAY, JUNE 09, 2020**

**I. CALL TO ORDER**

Mayor Ladwig called the Webex virtual meeting to order at 6:00pm. Council members in attendance: Ladwig, Miller, West, Grover, Davies. City Staff in attendance: City Manager Eli Naffah, City Clerk Gabriel Adams.

**II. PLEDGE OF ALLEGIANCE**

**III. ADJOURN TO CLOSED SESSION – No closed session.**

**IV. APPROVAL OF THE AGENDA**

*Engineer requested removal of Consent #3, and Council pulled Discussion #2 due to lack of supporting documentation in the packet.*

*Motion (West/Miller) to approve the agenda as amended. **Passed unanimously.***

**V. APPROVAL OF MINUTES – 05-12-2020 cc, 05-21-2020 scc**

Davies: Correction to 5/12, p.2, consensus to re-open trail with safety signage posted.

Resident Norman Thompson: Correction to 5/21, p.1, Items from the floor, 'Norman', and identify hydrant location as 'in front of 840 Van Wycke'.

**VI. COUNCIL REPORTS/COMMITTEE ASSIGNMENTS**

**West:** HCAOG agreed to support putting a transportation tax back on the ballot in November, but changed their minds due to the financial uncertainties affecting the cities. Meeting with Jared Huffman in July regarding Last Change Grade.

**Grover:** Met with Jared Huffman regarding budget backfill initiative and suggested a workgroup consisting of City and Business representatives to discuss best practices for opening safely.

**Miller:** RCEA discussed rates and feed-in tariff program. The Authority pays higher than market rates from local energy providers. Approved purchasing from 2 providers.

**Ladwig:** Join us in celebrating Trinidad School's 8<sup>th</sup> Grade graduation by participating in the drive-by ceremony on June 10.

**Davies:** Trails Committee passed the Trails Policy to the Planning Commission.

**VII. STAFF REPORTS – City Manager & Law Enforcement**

City Manager Eli Naffah noted the highlights listed in the packet report; Covid-related openings, SB2 Planning Grant Funding, Sprint decommissioning Trinidad Head cell facility, Trails are open by request of the Trails Committee except Van Wycke. Verizon building permit for Westhaven site is still under review. Quarry Road site is operational for Verizon, but ATT is still in the planning phase for bringing their site online in October. Sheriff will be on duty July 04.

**Davies:** Parker Creek Trail signage needs to be updated, and looking for status of after-the-fact CDP for Van Wycke Trail Closure.

**VIII. ITEMS FROM THE FLOOR**

*(Three (3) minute limit per Speaker unless Council approves request for extended time.)*

**Richard Clompus – Trinidad**

Regarding Vany Wycke Trail Grant, I'm very concerned with fire safety in the area and request an update on a backup plan to improve it.

**Anita Thompson – Trinidad**

We need adequate hydrant pressure on Van Wycke. I'm very concerned with safety in this area and hope to have a test done soon as this is an urgent matter.

**Norman Thompson – Trinidad**

Echoed Anita Thompson's comments.



**Jessica & Chip Baker – Trinidad Area**

Applied to the County for a cannabis cultivation permit on our property on Bauder Lane and understand the community is concerned. Our project is a small operation and there has been a misunderstanding of the water usage. We only extract 200 GPD for home use, and the well used for cultivation will only extract 300 GPD. Anyone with questions are welcome to contact us directly. Our project will include a large solar operation and all permits have been applied for. Chip@chipbaker.com

**Katrine Homan – Trinidad Area**

Disappointed with the Council's decision to reject the MOU between the City and the Rancheria proposed at the last meeting. The Rancheria has been a community partner. They provide the crossing guard at the school, they maintain vegetation and litter along Scenic and at the Harbor, they care for the Memorial Lighthouse, and they deserve communication.

**IX. CONSENT AGENDA**

1. Staff Activity Report – May 2020
2. Law Enforcement Report – May 2020
3. Agreement with GHD to Provide Storm Water Project Construction Engineering Assistance – **PULLED**
4. Authorize Public Works to Evaluate Bids and Select Contractor to Apply Striping to Scenic Drive.
5. Resolution 2020-09; Adopting a list of Projects for FY2020-2021 Funded By SB-1, The Road Repair and Accountability Act of 2017.
6. Amending the Humboldt Transit Authority Joint Powers Agreement.

*Motion (Miller/Grover) to approve the consent agenda as amended. **Passed unanimously.***

**XI. DISCUSSION/ACTION AGENDA ITEMS**

1. ASBS Stormwater Project Update.

City Engineer Steve Allen gave a brief presentation of the project;

- **Summary:** City received a letter from the State Water Resources Control Board to protect the Trinidad Bay Area of Special Biological Significance. The City pursued funding to eliminate stormwater discharge into the Bay.
- **Completed work:** Coastal Watershed Management Plan, Geotech Investigations, Groundwater Model, Construction Phase 1 & Phase 1B.
- **Upcoming Final Phase:** LID technologies on Edwards, Ewing, Underwood, Van Wycke, Harbor.
- **Construction Considerations:** Public Access to the Beach, Dock, Boat Launch. Have work in town completed early in summer and no construction traffic allowed in front of school. Project schedule time extension requested June-October 2021. Phased in coordination with Trinidad Rancheria Stormwater Project.

Council questions:

**Ladwig:** Has HSU's saltwater & stormwater discharges been addressed? Allen noted that the City is working actively with HSU to address their issues separately as salt and freshwater discharges shouldn't be mixed.

Public comment included:

**Anita Thompson – Trinidad**

If the work was done next summer, could we tie in the hydrant repair on Van Wycke during this project? Allen explained that there are 2 grant projects being pursued for this repair, and at this point it's unclear which one will provide the best timing and funding options.

**Shirley Laos – Trinidad Rancheria**

With no more G2G meetings scheduled, what is the plan for coordination with the Tribe? Ladwig stated the City is working on a schedule to get back into G2G discussions regarding the Stormwater project. Should have possible dates by the 15<sup>th</sup> of June.

**Richard Clompus – Trinidad**

If the Rancheria isn't willing to cooperate on this project, can the project be done in components? Or is it all or none? Allen explained that the City and Rancheria have been working together on this for many years. Coordination is still ongoing. Portions of the project can be completed, some cannot. Hopeful we can have this resolved and the City is committed to an outcome that's mutually beneficial to everyone, and the environment most importantly.

**Jacque Hostler** – Trinidad Rancheria

I'm confused. It's my understanding that the Council wanted public meetings, not G2G consultation. To hear that there's ongoing coordination is confusing. **Ladwig** explained that we intend to resume our meetings and will hopefully have more clarification on this within a week or so.

**Davies:** I request that if a G2G meeting is scheduled, please publish an agenda showing what you believe is confidential and not confidential. **Ladwig** agreed.

*No decision was made. Presentation item only.*

2. Discussion/Decision regarding Short-Term Rental Committee Recommendations – **PULLED**

3. Discussion/Decision regarding Resolution 2020-08: Supporting Planning for Electricity Micro-Grid, More Reliable Water Supply, and Alternatives to Broadband Internet Service.

Councilmember Miller explained that this resolution expresses the Council's support for exploratory steps into three specific domains, each of which are necessary for the resilience of our City of Trinidad, and by sharing resources and partnering, for Greater Trinidad. There is no specific deadline, nor a projected budget for staff time. It states the intent of this Council to explore, with whatever official or volunteer resources are available, the possibilities of more resilient services for electricity, water, and broadband. Possible sources of funding are available for feasibility studies and certain projects, including Steve Madrone's concept projects for the City's water system on Luffenholtz Creek. Miller read the Resolution aloud.

There was no public comment.

Council comment included:

**Grover:** I helped Miller with this and request the Council's blessing to allow us to continue our research.

**Davies:** This is a great idea and I believe we're moving in the right direction. However, I'm concerned with using staff time when we're already spent. **Miller** committed to taking on the work and assisting staff as needed.

Motion (Miller/Grover) to approve Resolution 2020-08. **Passed unanimously.**

4. Continued Discussion/Decision regarding 2020 Sales Tax Election & Calendar Update.

At the April 14 meeting, the Council asked to tie this discussion in with preliminary 2020-2021 revenue projections. In response, Staff has added a few more slides to the presentation given on April 14 that will shed some light on possible scenarios that could play out, and also provide insight as to how prepared the City is to weather the storm.

At the May 12 meeting, the Council asked for a list of options. The list includes, but is not limited to;

- A) .75% for 4-years (no change)
- B) .75% for 10-years
- C) .75 indefinitely, until rescinded by a majority vote of the Council.
- D) 1% for 4-years
- E) 1% for 10-years
- F) 1% indefinitely, until rescinded by a majority vote of the Council.

**Deadlines:** If the Council decides to proceed with a sales tax measure, the November election ballot will ask the voters to decide on 1) the Sales Tax Measure, and 2) selecting 3 Councilmembers. There are deadlines shared with the Sales Tax Election decision, and others that are independent from the Sales Tax election schedule:

**FIRST DEADLINE: June 09, 2020 Council meeting:**

1. Final decision to proceed or sunset the Sales Tax Increase must be made.

**SECOND DEADLINE: July 14, 2020 Council meeting:**

1. If a decision is reached to continue the sales tax increase, the wording must be drafted and approved in a resolution. Staff will draft the resolution based upon the decision reached at the June (or earlier) meeting and include it for adoption at the July (or earlier) Council meeting.
2. A second resolution will be required at this meeting to approve requesting that the City and County consolidate their elections. Clerk will have the resolution prepared for discussion/approval at this meeting, regardless of the Sales Tax decision.

The next steps following the July Council meeting deadline will be advised after each benchmark decision is reached. The Clerk's office will provide monthly updates and announcements to the Council regarding publishing deadlines and required notifications for both elements of the election.

Council questions:

**Grover:** I like option C, .75% indefinitely.

**City Manager Eli Naffah** explained that he spoke with the Taxpayers League who stated their support for .75% for 4-years.

**West:** .75% for 4-years is familiar, clear, and get the most support.

**Miller:** Taxpayer League is very vocal and articulate, and prepared to work against us. I'd like to see the measure in place for 8-years as every 4-years seems like a major effort. Most of the tax is paid by tourists.

Public comment included:

**Richard Clompus** – Trinidad

Can we compare other resort towns tax rates with Trinidad?

Ladwig: Stay with the current rate and time period. Every 4-years makes sense and is a conservative approach.

Grover: After hearing other comments, I agree with the .75% for 4-years.

Davies: With all the changes taking place, the current program seems like the best approach. We'll leave it up to the voters to decide.

*Motion (Grover/West) to propose a sales tax rate continuation of .75% for 4-years to the voters at the November General Election, and direct Staff to prepare the necessary documents. **Passed unanimously.***

5. Discussion/Decision regarding April Financial Statements and Preliminary FY2020-2021 Budget Review

The City typically begins the preliminary budget process in May, but recent events have caused a re-evaluation of how we do business. Last year the City realigned the budget process with a goal of an end product that would make future budgeting more accurate, transparent, tracible, and user-friendly. We're banking on that this year as we embark on an expedited process.

Much of the heavy lifting in terms of revenue projections have been evaluated as part of the Sales Tax Election discussion. Information received from numerous sources will help us forecast what the future may bring in terms of the economic impacts of the Covid pandemic. A number of scenarios have been considered, ranging from 30-50% revenue declines in the City's most vulnerable sources; Sales and Occupancy taxes, primarily.

The other variable that will have an impact on budgeting for FY2021 will be the results of the Sales Tax Election in November. The current add-on .75% tax is scheduled to sunset on March 31, 2021.

As noted in the May 12 regular meeting, the City is in a unique position of having sufficient, dedicated reserves to weather the storm. These reserves will ensure that the City's core services will not be interrupted in the upcoming budget year.

**The primary goals of this preliminary budget meeting discussion are;**

- 1) To examine the financial statements received through April 30, 2020.

- 2) Review significant highlights in spending (or not spending) and revenues in all departments.
- 3) Discuss how activity from the current year, combined with the dedicated reserves will impact budgeting for 2021,
- 4) Request that Council provide any general direction to staff, upon review of discretionary activity that was intended for the current fiscal year, on any future spending in those same categories. Examples of such discretionary spending are;
  - a. \$10,000 allocated for Trails Maintenance,
  - b. \$10,000 allocated for Civic Club room improvements,
  - c. Contributions to local groups such as the land trust, Chamber of Commerce,
  - d. \$8,000 allocated to the Salary Study that has been budgeted for 5 years but has yet to happen
- 5) Brainstorm new ideas such as technology investments and/or possible expenses related to public health and safety that may be necessary in the coming months/year

Council questions included:

**Miller:** Do we have any idea what our occupancy tax reduction will be. **Naffah** explained that the State estimates majority of the impact is expected in the April-June 2020 quarter, but there could be an impact to the July-September quarter depending on the re-opening schedule.

**Davies:** The April revenues show low sales tax and T.O.T. this year, and they may continue into next year. It's possible that we could decline back into a more restrictive Shelter-In-Place situation. Harbor, Cell Towers, and Taxes may take a hit that we should be prepared for. Health and Welfare costs should be discussed. Are salary increases being proposed for longevity?

**Ladwig:** I'd like to add that we need to hire a third TPW Staff member as we've been down to 2 for many months now, proposals for how far are we willing to dip into the reserves, and possibly look at additional staffing options for enforcement, etc. as needed. Grateful for interest income as savings are paying dividends.

There was no public comment.

*Staff will take feedback from tonight's meeting, incorporate it into the budget, and return on June 23 with a final draft for consideration.*

6. Discussion/Decision regarding Purchase of an Electronic Variable Message Sign

City Manager Naffah explained that there is a desire to communicate to travelers visiting Trinidad various messages, and the proposed sign could be beneficial and would catch people's attention. The sign costs approximately \$15,000 and could be paid for in part by safety grant funds through PARSAC. We could communicate that face-coverings are required, along with social distancing, and post the sign up at the entrance of town to alert the public upon entering the City.

Council comments included:

**Davies:** This is not ok with our sign ordinance. This town has serious history with signs, and many have been removed. I'm completely against buying a flashing portable sign. It's distracting, and the entrance of town is complicated enough. This is a seaside community of 300 people.

**Grover:** Would it be helpful for law enforcement? I agree with Davies that signage like this could be distracting.

**Miller:** I support aesthetic issues, but also concerned with people being concerned about their safety. We don't have law enforcement policing distancing, and advanced warnings enable us to target threats. Since speed is only 20mph, the distractions are minimal. Can we rent one for a few months?

**West:** Miller has some good ideas. There are people who aren't following the rules, but I don't like signs. The intersection is very hectic. I hesitate to commit town resources on it when we need to be thinking conservatively. I'm not sure if we're getting a true sense of how the town feels about it tonight.

Public comment included:

**Anita Thompson** – Trinidad

I would like to see an official sign like this. I observe people not obeying the rules and support this proposal.

**Richard Clompus** – You don't realize how much you need a sign until you need it. The nice part about this sign is that its battery powered and would come in handy when needed.

**Dorothy Cox** – Trinidad

I don't support this sign. The freeway interchange is complicated enough. This town doesn't have enforcement anyways. We can put up more affordable signs directly. This is not Central Avenue in McKinleyville.

Continued Council comments included:

**Davies:** These signs are distractions, and won't change people's behavior. Just because we can get some money from an insurance company doesn't mean we need to spend it on a sign that's completely out of character for this community. Purpose of my draft motion is to extinguish this idea from coming back in future.

**Ladwig:** We need to do something to inform the community, but I'm not sure if a sign like this is appropriate.

*Motion (Davies/West) to not employ the use of a digital sign nor pursue the purchase or rental of a temporary digital sign. **Passed 4-1, No-Miller.***

#### **X. FUTURE AGENDA ITEMS**

- Final Budget
- Speeding on Edwards Street
- STR Committee Recommendations

**ADJOURNMENT: 8:35pm.**

**Submitted by:**

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**Gabriel Adams**  
Trinidad City Clerk

**Approved by:**

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**Steve Ladwig**  
Mayor

**MINUTES OF THE SECOND REGULAR MEETING OF THE TRINIDAD CITY COUNCIL**  
**TUESDAY, JUNE 23, 2020**

**I. CALL TO ORDER**

Mayor Ladwig called the Webex video meeting to order at 6:00pm. Council members in attendance: Ladwig, Miller, West, Grover, Davies. City Staff in attendance: City Manager Eli Naffah, City Clerk Gabriel Adams.

**II. PLEDGE OF ALLEGIANCE**

**III. APPROVAL OF THE AGENDA**

*Motion (Grover/West) to approve the agenda as submitted. Passed unanimously.*

**IV. ITEMS FROM THE FLOOR**

*(Three (3) minute limit per Speaker unless Council approves request for extended time.)*

**Anita Thompson** – Trinidad

On June 10 the flow and pressure of the Van Wycke hydrant was tested. The flow rate is inadequate, and request the results when they're available. Also, request 2018 & 2019 Consumer Confidence Reports be added to the website. Attended the Planning Commission meeting last week and appreciate all the thoughts going into the water drought contingency plan. Let me know if there's any way I can help. Importing water from Orick instead of the Mad River is a much faster, cheaper, and better way to solve our water issues 😊

**Josh Bennett** - Battalion Chief, Calfire Trinidad

Calfire approved funding for constructing the water line to the station. Asking the Council if there's anything we can do to help move our water service user agreement forward. Very thankful and excited to complete the project. City Manager Naffah explained that the City Attorney is supposed to deliver the agreement to his office tomorrow afternoon.

Written Items From the Floor Submitted:

**Bryce Kenny** – Trinidad

Following up with Councilmember Davies request that the Council develop a protocol for Government to Government meetings with the Tribes.

**V. CONSENT AGENDA**

1. Declare Public Works 2003 Ford Ranger Surplus and Authorize Staff to Dispose at Fair Market Value.
2. Resolution 2020-10; Calling for an Election to Propose Extension of the .75% Sales Tax.
3. Resolution 2020-11; Request Election Consolidation with the County.
4. Resolution 2020-12; Authorizing Submittal of the Local Early Action Planning Grant Application to the State Department of Housing and Community Development.

*Motion (Grover/West) to approve the consent agenda as written. Passed unanimously.*

**XI. DISCUSSION/ACTION AGENDA ITEMS**

1. Accept Resignation of Councilmember Dwight Miller, and Authorize Staff to Begin the Recruitment Process to Fill the Vacancy.

The City received a letter of resignation from Councilmember Dwight Miller that will become effective after this meeting. Miller was elected to the position in 2018 and will have served 1-year and 6 months of his 4-year term upon resignation. The City must actively seek a replacement for the remainder of his term through December 2022.

The current Councilmember terms are:

<b>Ladwig</b>	Term Expires December 2020
<b>West</b>	Term Expires December 2020
<b>Miller</b>	Term Expires December 2022
<b>Davies</b>	Term Expires December 2022
<b>Grover</b>	Term Expires December 2022 – <i>subject to a certification vote in November 2020.</i>

Basic eligibility requirements for serving on the City Council are:

- Must reside inside the city limits
- Must be a registered voter, inside the City limits.

The City Council is responsible for appointing a new member to fulfill the remaining term, and may set whatever qualifications, criteria, and experience they feel is necessary for the applicants to have.

The vacancy notice will be posted throughout town, on the City website, and with various press outlets, **with a deadline suggested for Thursday, July 09, 2020.**

Councilmember Miller thanked fellow Councilmembers, Staff, and residents, and explained that after 10 years it is time to move on. Looking forward to help the City in an unofficial capacity however he can following resignation.

Public comment included:

**Richard Clompus** – Trinidad

Thanked Miller for his service. He is a champion of Trinidad.

Council comment included:

**West:** Appreciate Miller's dedication and accomplishments during his term of service. Appreciate everything he's contributed.

**Grover:** Thanked Miller for sharing his experience, wisdom, and help getting him acclimated to the position.

**Davies:** Thanked Miller for his dedication to the environment to the earth community, and wished him luck in many years ahead.

*Motion (Grover/Davies) to accept Miller's resignation, authorize staff to begin recruitment to fill the vacancy, and authorize the Mayor and Mayor Pro-Tem to determine the interview process. **Passed unanimously.***

2. Discussion/Decision to Award Construction Contract to Wahlund Construction for Replacement of 2 Fire Hydrants. City Manager Naffah explained that the Water Department has been upgrading fire hydrants periodically from the older "dry-barrel" style to newer "wet barrel" models. The wet barrel models are more suitable to the coastal environment and easier to maintain and perform routine exercising of the moving parts.

On June 10, 2020, City Water Department conducted a routine test of fire hydrants located below Edwards Street at Van Wycke and at the Harbor. The test results confirmed City Engineer's (GHD) analysis that the area of lower Edwards Street is a priority zone for improvements to the City's water distribution system. Upgrading these two hydrants is step 1 in a phased process of improving this area as per the Engineer's water capacity flow model. It will also ensure, in the meantime, that the hydrants are functioning mechanically as designed.

The Hydrant Replacement Project bid package was sent to the City's pre-qualified contractor list on June 14, 2020. The bid period ended on June 19, 2020 with the City receiving bids from all three (3) contractors:

<b>GR Sundberg, Inc.</b>	\$31,900
<b>Hooven &amp; Co, Inc.</b>	\$19,700
<b>Wahlund Construction, Inc.</b>	<b>\$17,250</b>

The low bid was submitted by Wahlund Construction, Inc. for a total amount of \$17,250. City Staff has confirmed on the Contractors State License Board website that Wahlund Construction, Inc., is current and active. Staff also checked the State Department of Industrial Relations Division of Labor Standards Enforcement website and determined Wahlund is not currently debarred from public bidding.

Public comment included:

**Richard Clompus** – Trinidad

Thanks for moving this project along so quickly.

*Motion (Grover/West) Authorize the City Manager to award the Fire Hydrant Replacement Project to Wahlund Construction, Inc. for the amount of \$17,250, and authorize the City Manager or his designee to execute the contract and related documents. **Passed unanimously.***

3. Discussion/Decision regarding STR Committee recommendations.

Mayor Ladwig recused himself from this discussion as he owns and operates a licensed STR. Mayor Pro-Tem West led the discussion, and explained that the motions of the STR Committee from the May 19, 2020, meeting, are as follows:

*Motion 1: (Nash-Hunt/Moran) to make a recommendation to the City Council that they suspend the 60-day minimum activity as required in the ordinance, due to the Moratorium on STRs, for this year and any future years that the moratorium is in place. Passed (4-0). Passed unanimously.*

*Motion 2: (Moran/Nash-Hunt) to recommend to the City Council that they suspend the meet and greet as required in the ordinance, during the Moratorium on STRs, as long as the good neighbor agreement brochure is provided electronically or by mail to the guests with the initial rental agreement. Passed (3-1). Ayes: Bruce, Nash-Hunt, Moran; Noes: Stockness*

Council comments included:

**Miller:** I'm in favor of #1. Regarding #2, I think we should at minimum require a face-to-face recording of the meet and greet (zoom, facetime, etc.), which could be provided to the City as-needed.

**Davies:** Change the wording of #1 to include 2020 only. I'm not in favor of suspending the meet and greet. If tourists are visiting and transmitting illness to our shops or markets, there should be at minimum, Miller's suggestion of a recorded meeting, but rather it remain done in person. Distancing can be met during that process. A letter of public comment from resident Jacques Beaupre made some good points.

**Grover:** I agree with Miller and Davies. Reiterate mandatory face coverings during the meet and greet.

Written correspondence included:

**Jacques Beaupre** – Trinidad

Suggested an end date to recommendation #1, and not in favor of suspending meet and greets.

Public comments included:

**Anita Thompson** – Trinidad

There's a chance that the State may stop or slow reopening. We need help with enforcement.

*Motion #1 (Davies/Grover) to suspend the 60-day minimum activity as required in the ordinance, due to the Moratorium on STR's, ending with calendar year 2020. **Passed 4-0.***

*Motion #2 (Davies/Miller) that the meet and greet occurs in person only as intended and written in the existing ordinance. **Passed 4-0.***

4. Continued Discussion/Decision regarding Draft FY2020-2021 Budget.

This meeting is intended to build on the June 09 budget discussion. In conjunction with the Sales Tax Increase discussions in March, April, and May, the Council requested various revenue projections related to the economic impacts of Covid-19. Estimates of 30%, 40%, and 50% decline in the hardest hit sources (Sales and Occupancy Taxes) were considered, and it appears that the impact will be felt most in the April-June quarter of FY2020.

The City had an ambitious workload scheduled for 2019-2020, but the emergence of Covid-19 resulted in a bare-bones approach to the second half of FY2020 – which led to a calculated halt in spending. Revenues on the other hand, remained balanced due to anomalies such as the Cell facility hold-over rent, and conservative revenue budgeting in 2019. The halt in spending will finish FY2020 with a higher than expected 'surplus'.

Many of the projects and funding allocations that hit pause in 2020 have been brought back in this year's budget. The highlights are summarized on the Summary Sheet included in the attached Draft Budget.

Council feedback from recent sales tax and budget discussions so far point to a conservative approach to 2021 due to economic uncertainties that lie ahead. In light of that advice, Staff recommends adopting a budget that will be monitored closely throughout the upcoming year. Formal reviews should be made on a quarterly basis, with course-corrections adapted as needed.

The proposed 2021 budget is preliminary, conservative, and balanced. It accomplishes the following objectives;



- Maintains Critical & General Services
- Keeps existing, prioritized projects moving forward
- Provides funding to maintain important city assets such as trails and parks
- Furthers the City's commitment to environmental responsibility and energy resiliency
- Sustains the City's strong appetite for planning and regulatory compliance
- Invests in public safety and preservation of city roads
- Invests in the City's understanding and reliability of the Water System.

Reserve funding set aside from 2019-2020 is available should additional discretionary spending be discussed and/or approved. Adding a ½ time Sheriff Deputy to the one current full-time Deputy schedule will be discussed during contract negotiations with the HCSO in July. Investing in web-based communication tools and technology has been an ongoing topic as well. The Council may commit to dipping into the reserves for these purposes and direct the City Manager to return with proposals at future meetings.

This is the opportunity to ask questions, receive public input, provide feedback, and make recommendations on the spot. **The goal is to conclude the meeting with an adopted budget prior to the July 01 deadline.** Keep in mind that the budget is road map that sets the priorities, but the City has the ability to change course by making corrections as needed. It is a working document that can be modified throughout the year when changes are warranted.

There were no public comments.

Council comments included:

**Davies:** I proposed discretionary spending be paused, and suggest removing the T.O.T. contributions and reconsider purchasing a new backup generator for the City Manager's office. I would also like to consider capping the City's contribution to rising insurance costs. Most employees are at or below median wage, and I'd like to keep this conversation open and non-adversarial. We're also going to need a lot of tree trimming done as the cherry trees are getting overgrown. I strongly recommend that calendared budget meetings are scheduled quarterly this upcoming year.

**City Manager Naffah** explained that the generator proposal is to replace an existing, non-functioning one. Also, the overall payroll expense is down due to the retirement of Bryan Buckman.

**West:** Davies made some good points but I'm not in favor of pulling the T.O.T. funding. The groups that rely on this funding are in need and do wonderful things for the community.

**Ladwig:** We already wait till the end of the fiscal year to distribute this funding, which is dependent upon the audited Occupancy Tax total for that year. The city receives a great return for that investment.

*By consensus, the Council accepted the draft budget as submitted. Approval will be formalized on the next item.*

5. Discussion/Decision regarding Resolution 2020-13; Adopting the FY2020-2021 Budget.

**Davies:** Request formal, quarterly reviews of the budget for the upcoming year.

Motion (Grover/Miller) to approve Resolution 2020-13 adopting the FY2020-2021 Budget quarterly, agendized update discussions. **Passed unanimously.**

**VI. FUTURE AGENDA ITEMS**

- Previous STR Recommendation Report – timesheets for STR expenses.
- Speeding on Edwards Street
- Review previous traffic studies for Trinity/Edwards.

**ADJOURNMENT: 7:35pm.**

**Submitted by:**

**Gabriel Adams**  
Trinidad City Clerk

**Approved by:**

**Steve Ladwig**  
Mayor



## **CONSENT AGENDA ITEM 1**

### **SUPPORTING DOCUMENTATION ATTACHED**

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1. Staff Activity Report – June 2020

## **City Manager's Report**

**Date: July 14, 2020**

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### **COVID-19 Signage:**

Electronic message signs were placed off the freeway prior to entering the City:

One sign is 2 miles north of the City near the rest area, the other sign is on the exit ramp entering the City from the south. The Sheriff and the Emergency Operations Center arranged the sign north of town. The south sign was arranged through Supervisors Madrone and Bohn. A Caltrans Permit was obtained authorizing two phases of the signs, one phase reading "keep 6-feet apart" and the other phase states "wear face covering".

### **COVID-19 Grant:**

The City has applied for a CARES Act grant. All cities are entitled to a minimum of \$50,000. The grant must be used for COVID-19 expenses, and any unused portion must be returned. The City intends to get reimbursed for expenses of labor and materials utilized in addressing the coronavirus.

### **Sprint Cell Tower:**

The Sprint cell site equipment on Trinidad Head has been removed. A Coastal Development Permit is being prepared to remove the equipment and the pads for all 3 carriers including Verizon and AT&T. Cultural monitors will be utilized for removal of in ground improvements such as pads and poles.

### **STR Committee meeting:**

The STR Advisory Committee met on June 24<sup>th</sup>. Mentioned was the fact that the City had advised all STR's to notify visitors of the mask requirement. Fines for infractions stemming from the STR properties will be collected for the City by the STR's property managers or owners. Fines on public property are the responsibility of the City to collect. Benefits of STR's were addressed including lodging for visitors, TOT revenue for the City, compliance with the OWTS Ordinance, better quality of businesses in town, and ecotourism. The next STR Advisory Committee meeting is scheduled for September 15<sup>th</sup>.

### **PSPS Events:**

I attended a Webinar by PG&E on Wildfire Safety and PSPS (Public Safety Power Shutoffs) events in the Humboldt, Siskiyou, and Trinity counties area. The vast majority of improvements to the electrical system to deal with these events in the three counties have happened in Humboldt County. A significant development beginning this year is that approximately 75% of Humboldt County is planned to be served by the Humboldt Bay Power Station in the event of a PSPS outage. The City of Trinidad is included in the area served by the plant in the event of a planned PSPS outage or weather related outages from winds occurring outside of Humboldt County.

## CITY CLERK REPORT

June 2020

The month of June was dominated by Covid monitoring, Covid reopening activity, budget preparation, November Election preparation, and meetings. The steady activity taking place behind the scenes, beneath the ever present Covid chaos, is illustrated in the long meeting agendas. Staff is working as efficiently as possible to maintain normal operations, while adapting to the challenges that the Covid-era presents.

Approvals were obtained by the Council to place much needed striping on Scenic Drive, replace fire hydrants at the Harbor and on Van Wycke, to place the sales tax continuation measure on the ballot in November, dispose of a surplus TPW vehicle, and apply for early action planning grants from the State Department of Housing. The biggest highlight was the adoption of the 2021 Budget on June 23, which took a significant amount of effort to make accurate forecasts with all the uncertainties that lay ahead.

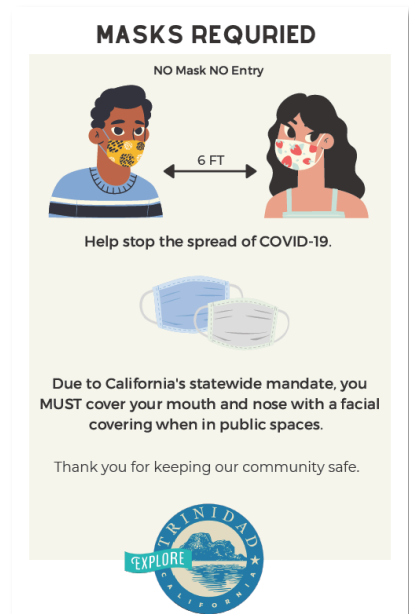
The **Planning Commission** held their regular meeting on June 17<sup>th</sup>.

The **STR Committee** held their regular meeting on April 24.

**Covid-19:** The highly anticipated reopening of businesses and STR's took place in June. Most, if not all in-city, licensed businesses have received their compliance certificates from the County. The County's certification process is thorough, informing, and very well presented. The EOC/JIC has assembled an amazing team of dedicated staff determined to issue certifications promptly. They deserve our attention and appreciation.

Visitor traffic increased along with the reopening of many sectors in the State. The face-covering mandate, the sudden increase in tourism, and comments made at County Board of Supervisors meeting alarmed a number of residents and prompted a severe spike in inquiries and concerns about how the city was protecting the residents from visitors. In-City, licensed STR's were once again the primary target of the concerns.

It is important to note that there are a variety of visitors that come to Trinidad, many of which are untethered to any form of regulatory or informative process. People passing through or visiting locals Humboldt, for instance, do not have direct communication with property managers or hosts that are certified and trained to communicate local laws and culture to their guests prior to arrival. **This is a very valuable process that deserves recognition.** The County certification process is designed to raise business owner awareness and ensure that best practices designed by State and Local Health Officials are deployed as part of the reopening process.



**The Greater Trinidad Chamber of Commerce** has also been working diligently to promote Trinidad as a healthy community where face-coverings, good hygiene, and physical distancing is valued. Executive Director Allie Heemstra was awarded funds through the Humboldt Lodging Association to develop signage and purchase masks, sanitizers, and door hangers (see below) for distribution to all member businesses and lodging establishments. Examples of Heemstra's creative signage (right) can be found on the City's homepage and at businesses throughout town. The customizable door hangers are shown below.

As for visitors passing through, not staying overnight or hosted by a local family, Inn, Motel, or property manager, City Manager Eli Naffah worked with County Sheriff Billy Honsal and Supervisor Rex Bohn to have electronic message signs placed strategically on Highway 101 so anyone considering exiting into Trinidad would be made aware of the mandates of face-covering and physical distancing.

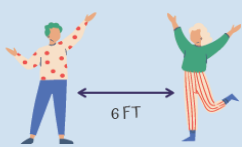


## PLEASE HELP US KEEP OUR COMMUNITY SAFE DURING YOUR VISIT



### WASH YOUR HANDS FREQUENTLY

Wash hands using  
alcohol-based soap  
or soap and water.



### MAINTAIN PHYSICAL DISTANCING

Maintain 6 feet of  
distance when in  
public places.



### AVOID TOUCHING EYES, NOSE AND MOUTH

Do NOT touch your  
eyes, nose or mouth  
using your hands.

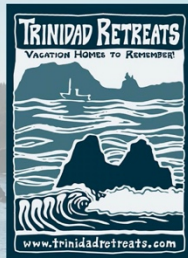


### FEVER, COUGH AND DIFFICULTY BREATHING?

If you have a fever,  
cough or difficulty  
breathing stay home.

VISIT [EXPLORETRINIDAD.COM](https://www.exploretrinidad.com) FOR MORE IDEAS ON HOW TO BE SAFE & HAVE FUN

Source: World Health Organization



This home has been  
cleaned, sanitized, &  
disinfected for your stay!

### PLEASE MAKE YOURSELF AT HOME & BE A GOOD NEIGHBOR

Please respect our local policies to keep  
you and our community safe. Check out  
[humboldt.gov/2725/Local-Orders](https://humboldt.gov/2725/Local-Orders)  
for current requirements.

This may include wearing masks in  
public and maintaining social distance.

We also ask that you follow leash laws,  
respect quiet hours (10 pm -8 am) and  
do not host gatherings/parties.

We appreciate your business &  
cooperation!

*-Jenna & Reed*



### MAKE YOURSELF AT HOME & BE A GOOD NEIGHBOR

*Please respect our local policies to  
keep you and our community safe.*

*Check out  
[humboldt.gov/2725/Local-Orders](https://humboldt.gov/2725/Local-Orders)  
for current requirements.*

*This may include wearing masks in  
public, maintaining social distance,  
and not hosting any gatherings or  
parties.*

*We appreciate your business &  
cooperation!*

*-Vacasa Staff*



## **CONSENT AGENDA ITEM 2**

### **SUPPORTING DOCUMENTATION ATTACHED**

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2. Financial Statements – May 2020

**City of Trinidad**  
Statement of Revenues and Expenditures - GF Revenue  
From 5/1/2020 Through 5/31/2020

		Current Month	Year to Date	Total Budget - Original	% of Budget
Revenue					
41010	PROPERTY TAX - SECURED	0.00	52,305.81	92,000.00	(43.15)%
41020	PROPERTY TAX - UNSECURED	0.00	3,906.99	3,800.00	2.82%
41040	PROPERTY TAX-PRIOR UNSECURED	0.00	16.65	25.00	(33.40)%
41050	PROPERTY TAX - CURRENT SUPPL	0.00	860.75	1,300.00	(33.79)%
41060	PROPERTY TAX-PRIOR SUPPL	0.00	186.55	200.00	(6.72)%
41070	PROPERTY TAX - FINES	0.00	408.63	500.00	(18.27)%
41110	PROPERTY TAX EXEMPTION	0.00	593.41	1,300.00	(54.35)%
41130	PUBLIC SAFETY 1/2 CENT	0.00	0.00	1,900.00	100.00)%
41140	PROPERTY TAX - DOCUMENTARY RE	0.00	314.60	4,500.00	(93.01)%
41200	LAFCO Charge	0.00	13.91	0.00	0.00%
41220	IN LIEU VLF	0.00	0.00	28,500.00	100.00)%
42000	SALES & USE TAX	22,700.10	195,779.71	255,000.00	(23.22)%
43000	TRANSIENT LODGING TAX	7,639.91	88,704.50	140,000.00	(36.64)%
46000	GRANT INCOME	0.00	0.00	10,000.00	100.00)%
47310	VEHICLE LICENSE COLLECTION	0.00	290.42	0.00	0.00%
53010	COPY MACHINE FEE	6.80	183.78	50.00	267.56%
53020	INTEREST INCOME	41.50	34,504.36	25,300.00	36.38%
53090	OTHER MISCELLANEOUS INCOME	135.86	11,552.07	14,000.00	(17.49)%
54020	PLANNER- APPLICATION PROCESSIN	0.00	19,105.53	18,000.00	6.14%
54050	BLDG.INSP-APPLICATION PROCESSI	159.50	7,984.05	8,000.00	(0.20)%
54100	ANIMAL LICENSE FEES	0.00	120.00	300.00	(60.00)%
54150	BUSINESS LICENSE TAX	0.00	8,232.00	9,000.00	(8.53)%
54170	STR License Fee (Short Term Rental)	(300.00)	9,300.00	9,000.00	3.33%
54300	ENCROACHMENT PERMIT FEES	0.00	432.00	400.00	8.00%
56400	RENT - VERIZON	13,105.06	99,400.26	9,000.00	,004.45%
56500	RENT - HARBOR LEASE	5,000.00	5,000.00	5,125.00	(2.44)%
56550	RENT - PG& E	0.00	9,500.16	9,000.00	5.56%
56650	RENT - SUDDENLINK	1,685.86	6,704.24	6,000.00	11.74%
56700	RENT - TOWN HALL	0.00	1,752.50	5,000.00	(64.95)%
	Total Revenue	50,174.59	557,152.88	657,200.00	(15.22)%

**City of Trinidad**  
Statement of Revenues and Expenditures - GF Expense  
201 - GFAdmin  
From 5/1/2020 Through 5/31/2020

		Current Month	Year to Date	Total Budget - Original	% of Budget
	Expense				
60900	HONORARIUMS	250.00	2,750.00	3,000.00	8.33%
61000	EMPLOYEE GROSS WAGE	9,322.32	106,644.40	121,018.00	11.88%
65100	DEFERRED RETIREMENT	881.70	10,090.26	11,441.00	11.81%
65200	MEDICAL INSURANCE AND EXPENSE	1,688.80	17,401.55	20,248.00	14.06%
65250	Health Savings Program	0.00	914.26	1,443.00	36.64%
65300	WORKMEN'S COMP INSURANCE	0.00	5,010.00	4,538.00	(10.40)%
65500	EMPLOYEE MILEAGE REIMBURSEMENT	70.04	752.06	750.00	(0.27)%
65600	PAYROLL TAX	770.05	8,814.30	10,133.00	13.01%
65800	Grant Payroll Allocation	0.00	(5,852.17)	(5,000.00)	(17.04)%
68090	CRIME BOND	0.00	512.20	500.00	(2.44)%
68200	INSURANCE - LIABILITY	0.00	11,867.45	11,500.00	(3.20)%
68300	PROPERTY & CASUALTY	0.00	5,035.55	5,000.00	(0.71)%
71110	ATTORNEY-ADMINISTRATIVE TASKS	0.00	0.00	5,000.00	100.00%
71310	CITY PLANNER-ADMIN. TASKS	6,159.80	82,615.06	70,000.00	(18.02)%
71410	BLDG INSPECTOR-ADMIN TASKS	3,362.53	15,604.03	7,000.00	(122.91)%
71510	ACCOUNTANT-ADMIN TASKS	1,841.82	15,778.94	17,000.00	7.18%
71620	AUDITOR-FINANCIAL REPORTS	0.00	16,023.69	14,500.00	(10.51)%
72000	CHAMBER OF COMMERCE	0.00	0.00	15,000.00	100.00%
75110	FINANCIAL ADVISOR/TECH SUPPORT	70.00	2,710.47	3,000.00	9.65%
75160	LIBRARY RENT & LOCAL CONTRIB.	0.00	(740.84)	2,000.00	137.04%
75170	RENT	750.00	8,250.00	9,000.00	8.33%
75180	UTILITIES	655.36	10,973.93	12,000.00	8.55%
75190	DUES & MEMBERSHIP	0.00	896.00	1,000.00	10.40%
75200	MUNICIPAL/UPDATE EXPENSE	0.00	1,351.32	3,500.00	61.39%
75220	OFFICE SUPPLIES & EXPENSE	399.48	5,321.49	6,000.00	11.31%
75240	BANK CHARGES	0.00	30.00	100.00	70.00%
75280	TRAINING / EDUCATION	0.00	0.00	200.00	100.00%
75300	CONTRACTED SERVICES	0.00	0.00	8,000.00	100.00%
75990	MISCELLANEOUS EXPENSE	0.00	2,064.02	500.00	(312.80)%
76110	TELEPHONE	432.77	4,177.01	2,500.00	(67.08)%
76130	CABLE & INTERNET SERVICE	218.90	1,801.45	3,000.00	39.95%
76150	TRAVEL	0.00	2,286.78	2,000.00	(14.34)%
78170	SECURITY SYSTEM	76.50	580.08	500.00	(16.02)%
78190	MATERIALS, SUPPLIES & EQUIPMEN	0.00	151.38	2,000.00	92.43%
	Total Expense	26,950.07	333,814.67	368,371.00	9.38%



**City of Trinidad**  
Statement of Revenues and Expenditures - GF Expense  
301 - Police  
From 5/1/2020 Through 5/31/2020

		<u>Current Month</u>	<u>Year to Date</u>	<u>Total Budget - Original</u>	<u>% of Budget</u>
	Expense				
61000	EMPLOYEE GROSS WAGE	442.40	5,079.61	5,751.00	11.67%
65100	DEFERRED RETIREMENT	34.84	399.71	453.00	11.76%
65200	MEDICAL INSURANCE AND EXPENSE	44.75	410.89	544.00	24.47%
65250	Health Savings Program	0.00	30.04	60.00	49.93%
65300	WORKMEN'S COMP INSURANCE	0.00	212.00	216.00	1.85%
65600	PAYROLL TAX	35.98	413.67	475.00	12.91%
75170	RENT	750.00	8,250.00	9,000.00	8.33%
75180	UTILITIES	90.20	1,786.36	1,800.00	0.76%
75220	OFFICE SUPPLIES & EXPENSE	0.00	0.00	500.00	100.00%
75300	CONTRACTED SERVICES	128.00	128.00	65,000.00	99.80%
75350	ANIMAL CONTROL	0.00	1,268.00	1,600.00	20.75%
76110	TELEPHONE	0.00	466.23	1,200.00	61.15%
76130	CABLE & INTERNET SERVICE	0.00	382.75	0.00	0.00%
78170	SECURITY SYSTEM	0.00	607.50	500.00	(21.50)%
	Total Expense	<u>1,526.17</u>	<u>19,434.76</u>	<u>87,099.00</u>	<u>77.69%</u>

**City of Trinidad**  
Statement of Revenues and Expenditures - GF Expense  
401 - Fire  
From 5/1/2020 Through 5/31/2020

		<u>Current Month</u>	<u>Year to Date</u>	<u>Total Budget - Original</u>	<u>% of Budget</u>
	Expense				
60900	HONORARIUMS	150.00	1,650.00	2,400.00	31.25%
75180	UTILITIES	53.93	490.34	1,150.00	57.36%
75190	DUES & MEMBERSHIP	0.00	190.00	350.00	45.71%
75280	TRAINING / EDUCATION	0.00	0.00	500.00	100.00%
76110	TELEPHONE	111.73	1,267.72	1,000.00	(26.77)%
76140	RADIO & DISPATCH	0.00	0.00	1,800.00	100.00%
78140	VEHICLE FUEL & OIL	0.00	194.97	350.00	44.29%
78150	VEHICLE REPAIRS	0.00	4,706.71	2,500.00	(88.27)%
78160	BUILDING REPAIRS & MAINTENANCE	0.00	464.77	1,500.00	69.02%
78190	MATERIALS, SUPPLIES & EQUIPMEN	533.31	986.49	10,000.00	90.14%
78200	EQUIPMENT REPAIRS & MAINTENANC	0.00	0.00	1,000.00	100.00%
	Total Expense	<u>848.97</u>	<u>9,951.00</u>	<u>22,550.00</u>	<u>55.87%</u>

**City of Trinidad**  
Statement of Revenues and Expenditures - GF Expense  
501 - PW (Public Works)  
From 5/1/2020 Through 5/31/2020

		Current Month	Year to Date	Total Budget - Original	% of Budget
	Expense				
61000	EMPLOYEE GROSS WAGE	7,091.82	79,943.24	94,198.00	15.13%
61250	OVERTIME	0.00	0.00	500.00	100.00%
65000	EMPLOYEE TAXES, INSUR & BENEFI	0.00	0.00	100.00	100.00%
65100	DEFERRED RETIREMENT	796.32	8,955.19	10,593.00	15.46%
65200	MEDICAL INSURANCE AND EXPENSE	2,370.56	27,859.11	30,753.00	9.41%
65250	Health Savings Program	0.00	1,102.53	1,158.00	4.79%
65300	WORKMEN'S COMP INSURANCE	0.00	3,507.00	3,532.00	0.71%
65600	PAYROLL TAX	593.81	6,689.68	8,016.00	16.55%
65800	Grant Payroll Allocation	(8,944.28)	(44,079.06)	(63,000.00)	30.03%
71210	CITY ENGINEER-ADMIN. TASKS	2,068.25	9,284.10	10,000.00	7.16%
71250	CITY ENGINEER - PROJECT FEES	0.00	188.75	0.00	0.00%
71310	CITY PLANNER-ADMIN. TASKS	0.00	9,878.80	15,000.00	34.14%
75180	UTILITIES	0.00	274.78	250.00	(9.91)%
75190	DUES & MEMBERSHIP	0.00	144.00	0.00	0.00%
75200	MUNICIPAL/UPDATE EXPENSE	0.00	2,911.91	3,000.00	2.94%
75300	CONTRACTED SERVICES	0.00	0.00	10,000.00	100.00%
75370	UNIFORMS/PERSONAL EQUIP.	0.00	346.34	1,000.00	65.37%
78100	STREET MAINT/REPAIR/SANITATION	0.00	784.74	5,000.00	84.31%
78120	STREET LIGHTING	342.12	3,915.69	5,000.00	21.69%
78130	TRAIL MAINTENANCE	0.00	97.34	10,000.00	99.03%
78140	VEHICLE FUEL & OIL	63.77	1,817.32	4,000.00	54.57%
78150	VEHICLE REPAIRS	0.00	1,390.32	2,500.00	44.39%
78160	BUILDING REPAIRS & MAINTENANCE	0.00	1,978.67	14,000.00	85.87%
78170	SECURITY SYSTEM	76.50	111.33	0.00	0.00%
78190	MATERIALS, SUPPLIES & EQUIPMEN	88.87	2,194.95	5,000.00	56.10%
78200	EQUIPMENT REPAIRS & MAINTENANC	0.00	2,534.68	4,200.00	39.65%
	Total Expense	4,547.74	121,831.41	174,800.00	30.30%

**City of Trinidad**  
Statement of Revenues and Expenditures - Monthly Reports  
204 - IWM  
From 5/1/2020 Through 5/31/2020

		Current Period Actual	Current Year Actual	Total Budget - Original	% of Budget
	Revenue				
56150	FRANCHISE FEES	1,487.20	8,128.67	10,000.00	(18.71)%
	Total Revenue	1,487.20	8,128.67	10,000.00	(18.71)%
	Expense				
61000	EMPLOYEE GROSS WAGE	714.38	8,103.22	9,287.00	12.75%
65100	DEFERRED RETIREMENT	85.72	972.31	1,114.00	12.72%
65200	MEDICAL INSURANCE AND EXPENSE	274.70	2,934.84	3,192.00	8.06%
65250	Health Savings Program	0.00	144.21	138.00	(4.50)%
65300	WORKMEN'S COMP INSURANCE	0.00	450.00	348.00	(29.31)%
65600	PAYROLL TAX	60.70	688.75	796.00	13.47%
75130	GARBAGE	0.00	0.00	500.00	100.00%
78190	MATERIALS, SUPPLIES & EQUIPMEN	0.00	993.88	1,800.00	44.78%
	Total Expense	1,135.50	14,287.21	17,175.00	16.81%
	Net Income	351.70	(6,158.54)	(7,175.00)	(14.17)%

**City of Trinidad**  
Statement of Revenues and Expenditures - Monthly Reports  
211 - LCP Update Project #2  
From 5/1/2020 Through 5/31/2020

		Current Period Actual	Current Year Actual	Total Budget - Original	% of Budget
	Revenue				
46000	GRANT INCOME	0.00	7,241.43	0.00	0.00%
	Total Revenue	0.00	7,241.43	0.00	0.00%
	Expense				
65800	Grant Payroll Allocation	0.00	5,852.17	0.00	0.00%
75300	CONTRACTED SERVICES	0.00	19,397.05	0.00	0.00%
	Total Expense	0.00	25,249.22	0.00	0.00%
	Net Income	0.00	(18,007.79)	0.00	0.00%

**City of Trinidad**  
Statement of Revenues and Expenditures - Monthly Reports  
303 - COPS Program  
From 5/1/2020 Through 5/31/2020

		Current Period Actual	Current Year Actual	Total Budget - Original	% of Budget
	Revenue				
46000	GRANT INCOME	25,103.27	156,345.89	100,000.00	56.35%
	Total Revenue	25,103.27	156,345.89	100,000.00	56.35%
	Expense				
75300	CONTRACTED SERVICES	0.00	162,685.00	100,000.00	(62.69)%
	Total Expense	0.00	162,685.00	100,000.00	(62.69)%
	Net Income	25,103.27	(6,339.11)	0.00	0.00%

**City of Trinidad**  
Statement of Revenues and Expenditures - Monthly Reports  
503 - State Gas Tax  
From 5/1/2020 Through 5/31/2020

		Current Period Actual	Current Year Actual	Total Budget - Original	% of Budget
	Revenue				
46000	GRANT INCOME	0.00	0.00	18,000.00	(100.00)%
47005	RMRA (SB1)	282.28	4,886.70	0.00	0.00%
47010	TCRF Loan Repayment	0.00	412.59	0.00	0.00%
47030	GAS TAX REVENUE (2103)	0.00	2,373.58	0.00	0.00%
47050	GAS TAX REVENUE (2105)	0.00	1,646.90	0.00	0.00%
47060	GAS TAX REVENUE (2106)	0.00	5,134.14	0.00	0.00%
47070	GAS TAX REVENUE (2107)	0.00	2,047.53	0.00	0.00%
47075	GAS TAX REVENUE (2107.5)	0.00	1,000.00	0.00	0.00%
	Total Revenue	282.28	17,501.44	18,000.00	(2.77)%
	Expense				
60000	INTERDEPARTMENTAL TRANSFER EXP	0.00	0.00	40,000.00	100.00%
	Total Expense	0.00	0.00	40,000.00	100.00%
	Net Income	282.28	17,501.44	(22,000.00)	(179.55)%

**City of Trinidad**  
Statement of Revenues and Expenditures - Monthly Reports  
504 - TDA - Transporation Development Agency  
From 5/1/2020 Through 5/31/2020

		Current Period Actual	Current Year Actual	Total Budget - Original	% of Budget
	Revenue				
46000	GRANT INCOME	0.00	0.00	22,000.00	(100.00)%
49990	OTHER GRANTS	0.00	15,190.00	0.00	0.00%
	Total Revenue	0.00	15,190.00	22,000.00	(30.95)%
	Expense				
60000	INTERDEPARTMENTAL TRANSFER EXP	0.00	0.00	12,000.00	100.00%
75250	TRANSIT SERVICES- HTA	0.00	4,980.00	0.00	0.00%
	Total Expense	0.00	4,980.00	12,000.00	58.50%
	Net Income	0.00	10,210.00	10,000.00	2.10%



**City of Trinidad**  
Statement of Revenues and Expenditures - Monthly Reports  
518 - OWTS - Onsite Wastewater Treatment System  
From 5/1/2020 Through 5/31/2020

		Current Period Actual	Current Year Actual	Total Budget - Original	% of Budget
	Revenue				
54020	PLANNER- APPLICATION PROCESSIN	0.00	850.00	0.00	0.00%
	Total Revenue	0.00	850.00	0.00	0.00%
	Expense				
71310	CITY PLANNER-ADMIN. TASKS	420.00	3,434.30	0.00	0.00%
	Total Expense	420.00	3,434.30	0.00	0.00%
	Net Income	(420.00)	(2,584.30)	0.00	0.00%

**City of Trinidad**  
Statement of Revenues and Expenditures - Monthly Reports  
523 - STIP Downton Pedestrian Improvement  
From 5/1/2020 Through 5/31/2020

		Current Period Actual	Current Year Actual	Total Budget - Original	% of Budget
	Revenue				
46000	GRANT INCOME	4,429.71	4,429.71	0.00	0.00%
	Total Revenue	4,429.71	4,429.71	0.00	0.00%
	Expense				
65800	Grant Payroll Allocation	249.17	2,224.77	0.00	0.00%
75300	CONTRACTED SERVICES	759.68	26,406.85	0.00	0.00%
	Total Expense	1,008.85	28,631.62	0.00	0.00%
	Net Income	3,420.86	(24,201.91)	0.00	0.00%

**City of Trinidad**  
Statement of Revenues and Expenditures - Monthly Reports  
524 - DOT Van Wycke Trail  
From 5/1/2020 Through 5/31/2020

		Current Period Actual	Current Year Actual	Total Budget - Original	% of Budget
	Revenue				
46000	GRANT INCOME	1,455.65	28,590.73	0.00	0.00%
	Total Revenue	1,455.65	28,590.73	0.00	0.00%
	Expense				
65800	Grant Payroll Allocation	2,390.64	14,601.14	0.00	0.00%
74110	GRANT EXPENSE	0.00	28.00	0.00	0.00%
75300	CONTRACTED SERVICES	29,959.53	53,448.41	0.00	0.00%
75330	CONSTRUCTION	0.00	5,366.00	0.00	0.00%
	Total Expense	32,350.17	73,443.55	0.00	0.00%
	Net Income	(30,894.52)	(44,852.82)	0.00	0.00%

**City of Trinidad**  
Statement of Revenues and Expenditures - Monthly Reports  
527 - USDA Storm Water Funding  
From 5/1/2020 Through 5/31/2020

		Current Period Actual	Current Year Actual	Total Budget - Original	% of Budget
	Expense				
75300	CONTRACTED SERVICES	11,247.50	94,741.56	0.00	0.00%
	Total Expense	11,247.50	94,741.56	0.00	0.00%
	Net Income	(11,247.50)	(94,741.56)	0.00	0.00%

**City of Trinidad**  
Statement of Revenues and Expenditures - Monthly Reports  
528 - Prop 84 Storm Water Grant Project  
From 5/1/2020 Through 5/31/2020

		Current Period Actual	Current Year Actual	Total Budget - Original	% of Budget
	Revenue				
46000	GRANT INCOME	0.00	8,153.19	0.00	0.00%
	Total Revenue	0.00	8,153.19	0.00	0.00%
	Expense				
65800	Grant Payroll Allocation	6,304.47	27,253.15	0.00	0.00%
75300	CONTRACTED SERVICES	0.00	155.25	0.00	0.00%
	Total Expense	6,304.47	27,408.40	0.00	0.00%
	Net Income	(6,304.47)	(19,255.21)	0.00	0.00%

**City of Trinidad**  
Statement of Revenues and Expenditures - Monthly Reports  
601 - Water  
From 5/1/2020 Through 5/31/2020

		Current Period Actual	Current Year Actual	Total Budget - Original	% of Budget
<b>Revenue</b>					
53020	INTEREST INCOME	0.00	0.00	12,000.00	(100.00)%
53090	OTHER MISCELLANEOUS INCOME	0.00	720.00	1,000.00	(28.00)%
57100	WATER SALES	30,118.95	301,938.87	315,000.00	(4.15)%
57200	Water Sales - Wholesale	1,260.00	9,810.00	6,500.00	50.92%
57300	NEW WATER HOOK UPS	0.00	11,000.00	4,500.00	144.44%
57500	WATER A/R PENALTIES	1,955.48	10,248.74	1,800.00	469.37%
	<b>Total Revenue</b>	<b>33,334.43</b>	<b>333,717.61</b>	<b>340,800.00</b>	<b>(2.08)%</b>
<b>Expense</b>					
61000	EMPLOYEE GROSS WAGE	7,569.44	103,220.87	119,121.00	13.35%
65100	DEFERRED RETIREMENT	853.66	11,748.59	13,584.00	13.51%
65200	MEDICAL INSURANCE AND EXPENSE	3,539.67	37,759.88	41,359.00	8.70%
65250	Health Savings Program	0.00	1,415.81	1,443.00	1.88%
65300	WORKMEN'S COMP INSURANCE	0.00	3,900.00	4,467.00	12.69%
65600	PAYROLL TAX	635.67	8,650.73	10,152.00	14.79%
68090	CRIME BOND	0.00	275.80	300.00	8.07%
68200	INSURANCE - LIABILITY	0.00	6,206.55	6,100.00	(1.75)%
68300	PROPERTY & CASUALTY	0.00	2,711.45	2,405.00	(12.74)%
71110	ATTORNEY-ADMINISTRATIVE TASKS	0.00	0.00	500.00	100.00%
71210	CITY ENGINEER-ADMIN. TASKS	0.00	972.75	5,000.00	80.55%
71230	ENGINEER-SPECIAL PROJECTS	0.00	43,282.75	75,000.00	42.29%
71310	CITY PLANNER-ADMIN. TASKS	1,207.50	15,760.15	10,000.00	(57.60)%
71510	ACCOUNTANT-ADMIN TASKS	521.68	8,024.26	9,000.00	10.84%
71620	AUDITOR-FINANCIAL REPORTS	0.00	7,315.00	7,000.00	(4.50)%
72100	BAD DEBTS	0.00	213.79	100.00	(113.79)%
75180	UTILITIES	1,119.91	14,068.61	14,000.00	(0.49)%
75190	DUES & MEMBERSHIP	0.00	669.00	125.00	(435.20)%
75200	MUNICIPAL/UPDATE EXPENSE	0.00	203.08	200.00	(1.54)%
75220	OFFICE SUPPLIES & EXPENSE	140.00	3,437.86	3,750.00	8.32%
75240	BANK CHARGES	0.00	20.00	100.00	80.00%
75280	TRAINING / EDUCATION	0.00	313.30	750.00	58.23%
75300	CONTRACTED SERVICES	0.00	9,486.00	8,000.00	(18.57)%
76110	TELEPHONE	216.54	1,848.20	1,600.00	(15.51)%
76130	CABLE & INTERNET SERVICE	61.95	619.50	750.00	17.40%
76160	LICENSES & FEES	0.00	3,534.74	3,200.00	(10.46)%
78140	VEHICLE FUEL & OIL	165.07	1,587.40	1,200.00	(32.28)%
78150	VEHICLE REPAIRS	0.00	130.00	2,500.00	94.80%
78160	BUILDING REPAIRS & MAINTENANCE	0.00	479.18	1,250.00	61.67%
78170	SECURITY SYSTEM	0.00	254.50	500.00	49.10%
78190	MATERIALS, SUPPLIES & EQUIPMEN	0.00	3,335.65	5,000.00	33.29%
78200	EQUIPMENT REPAIRS & MAINTENANC	0.00	7,016.82	5,850.00	(19.95)%
79100	WATER LAB FEES	235.00	5,905.81	4,200.00	(40.61)%
79120	WATER PLANT CHEMICALS	0.00	6,022.72	7,500.00	19.70%
79130	WATER LINE HOOK-UPS	0.00	6,500.00	4,500.00	(44.44)%
79150	WATER LINE REPAIR	0.00	6,451.26	10,000.00	35.49%
79160	WATER PLANT REPAIR	0.00	0.00	3,000.00	100.00%
	<b>Total Expense</b>	<b>16,266.09</b>	<b>323,342.01</b>	<b>383,506.00</b>	<b>15.69%</b>
	<b>Net Income</b>	<b>17,068.34</b>	<b>10,375.60</b>	<b>(42,706.00)</b>	<b>(124.30)%</b>

**City of Trinidad**  
Statement of Revenues and Expenditures - Monthly Reports  
701 - Cemetery  
From 5/1/2020 Through 5/31/2020

		Current Period Actual	Current Year Actual	Total Budget - Original	% of Budget
	Revenue				
53020	INTEREST INCOME	0.00	0.00	250.00	(100.00)%
58100	CEMETERY PLOT SALES	1,500.00	36,177.50	9,000.00	301.97%
58150	Cemetery Plot Refunds	0.00	(1,410.00)	0.00	0.00%
	Total Revenue	1,500.00	34,767.50	9,250.00	275.86%
	Expense				
61000	EMPLOYEE GROSS WAGE	671.60	7,579.01	8,731.00	13.19%
65100	DEFERRED RETIREMENT	80.58	909.35	1,048.00	13.23%
65200	MEDICAL INSURANCE AND EXPENSE	216.46	2,319.05	2,648.00	12.42%
65250	Health Savings Program	0.00	125.65	180.00	30.19%
65300	WORKMEN'S COMP INSURANCE	0.00	495.00	327.00	(51.38)%
65600	PAYROLL TAX	57.08	644.27	748.00	13.87%
75180	UTILITIES	45.23	497.53	493.00	(0.92)%
75300	CONTRACTED SERVICES	0.00	0.00	2,000.00	100.00%
78170	SECURITY SYSTEM	106.50	426.00	450.00	5.33%
78190	MATERIALS, SUPPLIES & EQUIPMEN	0.00	0.00	500.00	100.00%
	Total Expense	1,177.45	12,995.86	17,125.00	24.11%
	Net Income	322.55	21,771.64	(7,875.00)	(376.47)%



## **CONSENT AGENDA ITEM 3**

### **SUPPORTING DOCUMENTATION ATTACHED**

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3. Law Enforcement Report – June 2020



**HUMBOLDT COUNTY SHERIFF'S OFFICE**

Page 1

**Incident Search Results****City is trinidad or trin, Date Between 6/1/2020 and 7/5/2020**

07/09/2020

Date	Inc #	Type	Time	Location	Dispositio
06/01/2020	2006010027	UNW	08:47:45	357 MAIN ST	Gone On Arrival
06/01/2020	2006010075	XFER	13:47:43	HWY 101	Xfer to CHP
06/01/2020	2006010098	UNW	16:50:05	740 EDWARDS ST	Gone On Arrival
06/01/2020	2006010114	WELF	18:24:36	165 BAKER RANCH RD	No Report
06/01/2020	2006010122	415	19:57:07	201 MAIN ST	Cad Documentation Only
06/01/2020	2006010127	INV	20:54:05	199 N WESTHAVEN DR	Agency Assist
06/01/2020	2006010133	PC	21:49:39	101 MAIN ST	No Report
06/02/2020	2006020009	SUSPP	03:51:13	53 OCEAN VIEW DR	Cad Documentation Only
06/02/2020	2006020024	SUSPC	08:22:08	389 MAIN ST	Report Taken
06/02/2020	2006020060	911M	12:11:23	LIGHTHOUSE RD	Cad Documentation Only
06/02/2020	2006020077	911C	13:42:29	LIGHTHOUSE RD	Pending Recontact From Rp
06/02/2020	2006020078	PROPF	13:50:28	265 LANFORD RD	Pending Recontact From Rp
06/02/2020	2006020079	415	13:51:29	380 JANIS CT	Cad Documentation Only
06/02/2020	2006020081	DISP	13:54:36	400 MAIN ST	Cad Documentation Only
06/02/2020	2006020093	415P	15:50:56	201 MAIN ST	Verbal Domestic Violence Onl
06/02/2020	2006020098	PC	16:17:03	510 BIG LAGOON PARK RD	Warned
06/02/2020	2006020124	THREAT	20:17:26	400 MAIN ST	Cad Documentation Only
06/02/2020	2006020138	BOOM	22:10:22	820 9TH AVE	Quiet on Arrival or Departur
06/02/2020	2006020139	SHOTSH	22:10:37	847 9TH AVE	Duplicate Call
06/02/2020	2006020140	FWKS	22:13:18	885 HIGHLAND AVE	Duplicate Call
06/03/2020	2006030009	WELF	03:02:58	27 SCENIC DR	Report Taken
06/03/2020	2006030014	415N	05:54:01	3633 PATRICKS POINT DR	Quiet on Arrival or Departur
06/03/2020	2006030053	SUSPV	11:02:53	HIGHWAY 101 OFF RAMP/PAT	Referred To Other Agency
06/03/2020	2006030110	REPO	17:38:26	352 N WESTHAVEN DR	Cad Documentation Only
06/03/2020	2006030119	UNW	18:59:14	858 N WESTHAVEN DR	Not as Reported
06/03/2020	2006030130	594	21:10:28	SCENIC DR	Report Taken
06/03/2020	2006030151	TRF	23:20:54	FRONTAGE RD	Field Interview
06/03/2020	2006030154	FP	23:50:36	SCENIC DR	Field Interview
06/03/2020	2006030155	VEHI	23:59:05	122 MOONSTONE BEACH RD	Field Interview
06/04/2020	2006040012	XFER	05:04:32	199 N WESTHAVEN DR	Xfer to Medical
06/04/2020	2006040019	602	07:21:36	62 BEACH DR	Public Assist
06/04/2020	2006040085	PC	12:12:38	LUFFENHOLTZ RD	Unable to Locate
06/04/2020	2006040140	SUSPC	15:53:55	375 WAGNER ST	Cad Documentation Only
06/04/2020	2006040172	FU	18:54:44	306 VIEW AVE	Pending Recontact From Rp
06/04/2020	2006040203	SHOTSH	21:54:00	27 SCENIC DR	Quiet on Arrival or Departur
06/05/2020	2006050020	PARK	07:50:41	740 EDWARDS ST	Advised to Move Along
06/05/2020	2006050094	PC	16:03:41	SCENIC DR	Cad Documentation Only
06/05/2020	2006050097	INV	16:34:04	1 BAY ST	Gone On Arrival
06/05/2020	2006050133	WELF	20:12:33	1 BAY ST	Field Interview
06/05/2020	2006050137	TRF	20:29:16	201 MAIN ST	Warned
06/06/2020	2006060031	PC	09:53:25	BIG LAGOON COUNTY PARK	No Report
06/06/2020	2006060038	PC	10:57:54	27 SCENIC DR	Cad Documentation Only
06/06/2020	2006060044	PC	11:26:41	1 STAGECOACH RD	Cad Documentation Only
06/06/2020	2006060100	PC	18:47:43	300 TRINITY ST	Gone On Arrival

**HUMBOLDT COUNTY SHERIFF'S OFFICE**

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**Incident Search Results****City is trinidad or trin, Date Between 6/1/2020 and 7/5/2020**

07/09/2020

Date	Inc #	Type	Time	Location	Dispositio
06/06/2020	2006060107	TRF	19:20:48	27 SCENIC DR	Report Taken
06/06/2020	2006060137	SHOTSH	22:33:42	27 SCENIC DR	Quiet on Arrival or Departur
06/07/2020	2006070020	33X	07:57:46	181 OCEAN VIEW DR	Cad Documentation Only
06/07/2020	2006070023	33X	08:21:44	170 SCENIC DR	Cancel Per Rp
06/07/2020	2006070028	PARK	08:55:18	BIG LAGOON COUNTY PARK	Cited
06/07/2020	2006070029	PC	09:16:54	27 SCENIC DR	No Report
06/07/2020	2006070055	33X	14:21:54	1211 SCENIC DR	Cad Documentation Only
06/07/2020	2006070132	CAMP	23:13:02	380 JANIS CT	Field Interview
06/07/2020	2006070134	PED	23:30:48	SCENIC DR/LUFFENHOLTZ RD	Cad Documentation Only
06/08/2020	2006080044	CAMP	10:14:05	380 JANIS CT	Gone On Arrival
06/08/2020	2006080052	ASSISTA	11:07:13	COLLEGE COVE PARK	Report Taken
06/08/2020	2006080076	JUVU	13:03:47	27 SCENIC DR	Cad Documentation Only
06/08/2020	2006080077	NPROB	13:21:21	876 PATRICKS POINT DR	Cad Documentation Only
06/08/2020	2006080087	459R	14:27:35	380 PATRICKS POINT DR	Report Taken
06/08/2020	2006080093	459R	14:50:22	380 PATRICKS POINT DR	Report Taken
06/08/2020	2006080108	BOLO	16:21:41	27 SCENIC DR	Unable to Locate
06/09/2020	2006090031	CIVS	09:12:24	3415 PATRICKS POINT DR	Good Service
06/09/2020	2006090039	XFER	09:39:44	.US HWY 101/MM100	Xfer to CHP
06/09/2020	2006090068	VEHI	13:39:14	122 MOONSTONE BEACH RD	Cad Documentation Only
06/09/2020	2006090084	XPAT	15:37:59	BIG LAGOON PARK	Unoccupied
06/09/2020	2006090087	459V	15:56:18	LUFFENHOLTZ RD	Report Taken
06/09/2020	2006090097	911M	16:57:30	855 UNDERWOOD DR	Accidental Dial
06/09/2020	2006090113	PC	19:28:34	SCENIC DT	Cad Documentation Only
06/09/2020	2006090119	TRF	20:04:10	1170 PATRICKS POINT DR	Warned
06/09/2020	2006090120	415MW	20:06:44	389 MAIN ST	Gone On Arrival
06/09/2020	2006090122	459R	20:17:04	3874 PATRICKS POINT DR	No Report
06/09/2020	2006090123	FP	20:20:54	MURPHYS MARKET	Cad Documentation Only
06/10/2020	2006100043	INV	10:46:08	637 3RD AVE	No Report
06/11/2020	2006110023	XFER	07:48:10	101 WESTGATE DR	Xfer to Medical
06/11/2020	2006110025	XFER	07:55:25	101 WESTGATE DR	Xfer to Fire
06/11/2020	2006110059	UNW	10:47:47	VAN WYCKE ST/GALINDO ST	Cancel Per Rp
06/11/2020	2006110100	TPAT	14:04:35	463 TRINITY ST	No Report
06/11/2020	2006110119	ASSISTP	15:45:25	MAWBY/SCENIC	Public Assist
06/11/2020	2006110170	33X	21:13:14	1658 PATRICKS POINT DR	Briefing Information
06/11/2020	2006110173	TRF	21:37:27	PATRICKS POINT DR/ANDERS	Report Taken
06/12/2020	2006120004	TRF	00:35:15	STUMPTOWN RD/FRONTAGE RD	Warned
06/12/2020	2006120011	PC	01:24:27	73 ANDERSON LN	Not as Reported
06/12/2020	2006120052	CWS	09:34:19	199 N WESTHAVEN DR	Call Created in Error
06/12/2020	2006120083	TPAT	12:00:00	463 TRINITY ST	No Report
06/12/2020	2006120096	INV	12:45:40	480 PATRICKS POINT DR	Report Taken
06/12/2020	2006120116	HYPO	14:08:59	SCENIC DR/LANFORD RD	Unable to Locate
06/12/2020	2006120130	SAR	16:08:07	.TRINIDAD HARBOR	Report Taken
06/12/2020	2006120152	PED	19:02:58	201 MAIN ST	Field Interview
06/12/2020	2006120179	XFER	21:52:20	199 N WESTHAVEN DR	Xfer to Medical

**HUMBOLDT COUNTY SHERIFF'S OFFICE**

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**Incident Search Results****City is trinidad or trin, Date Between 6/1/2020 and 7/5/2020**

07/09/2020

Date	Inc #	Type	Time	Location	Dispositio
06/13/2020	2006130011	COVID	01:22:49	27 SCENIC DR	Gone On Arrival
06/13/2020	2006130039	BEACH	08:00:38	.BEACHES OF TRINIDAD AND	Cad Documentation Only
06/13/2020	2006130077	DISP	12:47:45	LIGHTHOUSE RD	Cad Documentation Only
06/13/2020	2006130081	FU	13:21:57	N/A	Supplemental Taken
06/13/2020	2006130119	INFO	19:25:00	MOONSTONE BEACH RD	Cad Documentation Only
06/13/2020	2006130128	WELF	21:14:36	389 MAIN ST	Not as Reported
06/13/2020	2006130135	INV	21:47:43	3602 PATRICKS POINT DR	Civil Problem
06/14/2020	2006140002	BEACH	00:00:29	(UNKNOWN ADDRESS)	Cad Documentation Only
06/14/2020	2006140011	VEHI	01:46:48	SCENIC DR/BAKER RANCH RD	Cited
06/14/2020	2006140070	XFER	14:14:41	121 ROUNDHOUSE CREEK RD	Xfer to another agency
06/14/2020	2006140128	PC	21:13:03	MOONSTONE BEACH RD	Cad Documentation Only
06/14/2020	2006140130	XFER	21:54:07	.BIG LAGOON	Xfer to CHP
06/14/2020	2006140133	ASSISTA	22:02:08	MOONSTONE BEACH RD	Agency Assist
06/15/2020	2006150010	44	02:41:33	651 PARKER ST	Report Taken
06/15/2020	2006150067	FU	12:26:08	873 KAHLSTROM AVE	Cad Documentation Only
06/15/2020	2006150093	FU	14:39:41	873 KAHLSTROM AVE	Public Assist
06/15/2020	2006150133	415	20:20:47	3633 PATRICKS POINT DR	Report Taken
06/15/2020	2006150137	TPAT	20:59:07	100 MAIN ST	No Report
06/16/2020	2006160049	FP	11:53:15	HOUDA POINT	Cad Documentation Only
06/16/2020	2006160113	415FAM	18:53:36	199 N WESTHAVEN DR	Verbal Domestic Violence Onl
06/16/2020	2006160123	415	20:03:56	199 N WESTHAVEN DR	Quiet on Arrival or Departur
06/17/2020	2006170073	EVIC	11:34:43	3415 PATRICKS POINT DR	Good Service
06/17/2020	2006170096	459	14:03:47	380 PATRICKS POINT DR	Report Taken
06/17/2020	2006170162	5150	21:56:45	753 PATRICKS POINT DR	Public Assist
06/18/2020	2006180029	SUSPP	08:58:37	495 5TH AVE	Public Assist
06/18/2020	2006180056	INV	11:04:11	.TRINIDAD BAY	Public Assist
06/18/2020	2006180177	415	19:40:15	101 MAIN ST	Verbal Domestic Violence Onl
06/18/2020	2006180190	415	20:48:29	343 MAIN ST	Report Taken
06/18/2020	2006180192	CAMP	21:11:58	TRINITY ST/EDWARDS ST	Advised to Move Along
06/19/2020	2006190028	TPAT	09:11:19	463 TRINITY ST	No Report
06/19/2020	2006190035	AVA	09:38:02	253 STAGECOACH RD	No Report
06/19/2020	2006190077	ANIMAL	13:39:44	3415 PATRICKS POINT DR	Cad Documentation Only
06/19/2020	2006190095	459V	15:16:49	PATRICKS POINT STATE PAR	Report Taken
06/19/2020	2006190153	INFO	21:56:33	.TRINIDAD	Cad Documentation Only
06/20/2020	2006200103	PARK	16:09:11	OCEAN VIEW DR	Parking Cite
06/20/2020	2006200125	VEHI	19:14:30	27 SCENIC DR	Unoccupied
06/20/2020	2006200183	415N	23:45:59	67 BERRY RD	No Report
06/21/2020	2006210026	BEACH	08:00:38	(UNKNOWN ADDRESS)	Cad Documentation Only
06/21/2020	2006210032	FU	08:57:24	875 PATRICKS POINT DR	Cad Documentation Only
06/21/2020	2006210074	594	15:32:17	300 TRINITY ST	Report Taken
06/21/2020	2006210078	911C	16:03:33	245 PARKER CREEK DR	Unable to Locate
06/21/2020	2006210103	PARK	18:37:31	740 EDWARDS ST	Gone On Arrival
06/21/2020	2006210115	911H	19:44:23	607 PARKER ST	Cad Documentation Only
06/21/2020	2006210121	XFER	20:34:02	HWY 101/TRINDAD	Xfer to CHP

**HUMBOLDT COUNTY SHERIFF'S OFFICE**

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**Incident Search Results**  
**City is trinidad or trin, Date Between 6/1/2020 and 7/5/2020**

07/09/2020

Date	Inc #	Type	Time	Location	Dispositio
06/21/2020	2006210122	INFO	20:39:33	HWY 101/TRINDAD	Cad Documentation Only
06/21/2020	2006210141	FWKS	22:20:13	MOONSTONE BEACH RD	Quiet on Arrival or Departur
06/22/2020	2006220001	BEACH	00:00:17	(UNKNOWN ADDRESS)	Cad Documentation Only
06/22/2020	2006220042	CWS	09:46:42	199 N WESTHAVEN DR	Cad Documentation Only
06/22/2020	2006220061	5150	11:26:54	357 MAIN ST	Unable to Locate
06/22/2020	2006220097	5150	14:24:37	CLAM BEACH DR	Unable to Locate
06/22/2020	2006220151	ONLINE	19:45:47	N/A	Online Report
06/22/2020	2006220153	MSG	19:52:47	69 STUMPTOWN RD	Xfer to another agency
06/22/2020	2006220154	20002	19:57:43	201 MAIN ST	Report Taken
06/22/2020	2006220164	DISABLE	21:09:52	HIGHWAY 101 OFF RAMP/CLA	Public Assist
06/23/2020	2006230027	CWS	07:30:12	199 N WESTHAVEN DR	Report Taken
06/23/2020	2006230045	PC	09:22:19	SCENIC DR	Field Interview
06/23/2020	2006230073	FP	11:17:09	389 MAIN ST	Cad Documentation Only
06/23/2020	2006230101	459R	13:29:07	N/A	Pending Recontact From Rp
06/23/2020	2006230104	ANIMAL	13:48:40	LIGHTHOUSE RD	Cad Documentation Only
06/23/2020	2006230170	SHOTSH	20:05:34	352 N WESTHAVEN DR	Quiet on Arrival or Departur
06/23/2020	2006230171	PC	20:06:56	PATRICKS POINT DR	No Report
06/24/2020	2006240007	TRF	01:55:10	357 MAIN ST	Warned
06/24/2020	2006240008	TPAT	02:04:22	MAIN ST	No Report
06/24/2020	2006240042	VEHI	09:51:31	SCENIC DR	Unoccupied
06/24/2020	2006240089	488	14:01:25	SCENIC DR	Unable to Locate
06/24/2020	2006240094	PROPF	14:14:43	290 6TH AVE	Report Taken
06/24/2020	2006240104	MISC	15:08:57	510 BIG LAGOON PARK RD	Cad Documentation Only
06/24/2020	2006240165	XFER	19:33:24	302 S WESTHAVEN DR	Xfer to CHP
06/24/2020	2006240178	XFER	20:47:27	27 SCENIC DR	Xfer to Medical
06/25/2020	2006250004	33X	00:20:50	39 ALDER LN	Cancel Per Rp
06/25/2020	2006250010	XFER	02:12:23	51 MIDWAY DR	Xfer to Fire
06/25/2020	2006250015	33X	05:52:36	20 SCENIC DR	Billable Alarm
06/25/2020	2006250136	SUSPC	15:43:34	STAGECOACH RD/JSO COLLEG	Cad Documentation Only
06/25/2020	2006250164	BOAT	19:10:39	510 BIG LAGOON PARK RD	No Report
06/25/2020	2006250170	911H	20:13:33	1277 STAGECOACH RD	Pending Recontact From Rp
06/26/2020	2006260016	TRF	02:01:36	27 SCENIC DR	Field Interview
06/26/2020	2006260018	VEHI	02:41:54	LUFFENHOLTZ RD	Field Interview
06/26/2020	2006260019	VEHI	02:47:36	122 MOONSTONE BEACH RD	Field Interview
06/26/2020	2006260044	TOW	09:45:41	27 SCENIC DR	Cad Documentation Only
06/26/2020	2006260052	TPAT	11:13:20	463 TRINITY ST	No Report
06/26/2020	2006260063	C5	12:10:35	480 PATRICKS POINT DR	No Report
06/26/2020	2006260074	DISP	12:56:08	.BIG LAGOON	Cad Documentation Only
06/26/2020	2006260075	WELF	13:02:48	1700 SEASCAPE LN	Public Assist
06/26/2020	2006260105	XFER	14:43:23	.BIG LAGOON	Xfer to CHP
06/26/2020	2006260124	459V	16:22:32	LUFFENHOLTZ RD	No Report
06/26/2020	2006260158	SUSPV	19:29:49	269 BIG LAGOON RANCH RD	No Report
06/26/2020	2006260164	PC	19:52:14	389 MAIN ST	No Report
06/26/2020	2006260169	459V	20:11:23	1 BAKER RANCH RD	Report Taken

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**Incident Search Results****City is trinidad or trin, Date Between 6/1/2020 and 7/5/2020**

07/09/2020

Date	Inc #	Type	Time	Location	Dispositio
06/26/2020	2006260170	TRF	20:22:54	201 MAIN ST	Cited
06/26/2020	2006260182	XFER	21:46:39	HIGHWAY 101 OFF RAMP/US	Xfer to CHP
06/26/2020	2006260184	XPAT	22:00:45	(UNKNOWN ADDRESS)	No Report
06/27/2020	2006270001	XPAT	00:00:17	(UNKNOWN ADDRESS)	Cad Documentation Only
06/27/2020	2006270002	BOLO	00:11:57	27 SCENIC DR	Cad Documentation Only
06/27/2020	2006270017	SUSPP	04:09:46	753 PATRICKS POINT DR	Arrest Made
06/27/2020	2006270037	SUSPC	09:39:26	29 OCEAN VIEW DR	Gone On Arrival
06/27/2020	2006270061	415	11:53:23	SCENIC DR	Unable to Locate
06/27/2020	2006270128	TRF	21:13:36	SCENIC DR/CHER-AE LN	Warned
06/28/2020	2006280014	VEHI	02:25:08	N/A	Warned
06/28/2020	2006280018	TRF	03:03:22	SCENIC/JSO MAIN ST	Warned
06/28/2020	2006280082	FWKS	14:48:40	.TRINIDAD BAY TRAILER CO	Cad Documentation Only
06/28/2020	2006280094	XFER	16:08:56	153 OLD WAGON RD	Xfer to Fire
06/28/2020	2006280101	XFER	16:47:03	241 OLD WAGON RD	Xfer to Fire
06/28/2020	2006280102	911C	17:11:06	4150 PATRICKS POINT DR	Cad Documentation Only
06/29/2020	2006290107	911H	15:15:47	199 N WESTHAVEN DR	Accidental Dial
06/29/2020	2006290116	BOMB	16:23:00	10 DEVILS CANYON RD	Scheduled Incident Created
06/29/2020	2006290140	SUSPC	20:19:39	216 IDLEWOOD LN	Cancel Per Rp
06/30/2020	2006300019	XFER	04:01:15	(UNKNOWN ADDRESS)	Xfer to CHP
06/30/2020	2006300040	459R	08:26:23	LITTLE RIVER DR	Report Taken
06/30/2020	2006300086	WELF	12:20:46	253 BAZEMORE LN	Civil Problem
06/30/2020	2006300093	ASSISTP	12:35:14	27 SCENIC DR	Cad Documentation Only
06/30/2020	2006300098	ANIMAL	13:06:47	51 MIDWAY DR	Report Taken
06/30/2020	2006300114	911H	14:46:46	MIDWAY DR/PATRICKS POINT	Cad Documentation Only
06/30/2020	2006300160	TRF	20:32:02	15336 STATE HWY 101	Cited
06/30/2020	2006300178	FWKS	22:00:53	122 MOONSTONE BEACH RD	Non-Essential Response
07/01/2020	2007010015	BOLO	03:17:18	SCENIC DR	Agency Assist
07/01/2020	2007010019	WELF	06:08:06	875 PATRICKS POINT DR	Duplicate Call
07/01/2020	2007010020	ASSISTA	06:20:37	660 PATRICKS POINT DR	Agency Assist
07/01/2020	2007010080	FU	13:51:03	6660 PATRICKS POINT DR	Cad Documentation Only
07/01/2020	2007010081	FU	13:58:56	660 PATRICKS POINT DR	Cad Documentation Only
07/01/2020	2007010086	33X	14:27:03	1265 N WESTHAVEN DR	Cancel Per Rp
07/01/2020	2007010161	211	22:04:40	201 MAIN ST	Duplicate Call
07/01/2020	2007010162	211	22:05:16	389 MAIN ST	Report Taken
07/02/2020	2007020014	415N	04:53:09	3633 PATRICKS POINT DR	Cad Documentation Only
07/02/2020	2007020027	VEHI	07:58:48	SCENIC DR/BAKER RANCH RD	Field Interview
07/02/2020	2007020040	911C	08:44:06	1 MAIN ST	Accidental Dial
07/02/2020	2007020044	ANIMAL	09:05:25	(UNKNOWN ADDRESS)	Pending Recontact From Rp
07/02/2020	2007020053	RO	09:50:42	951 KINGDOM RD	Report Taken
07/02/2020	2007020068	BOMB	11:00:39	10 DEVILS CANYON RD	Report Taken
07/02/2020	2007020122	33X	15:25:07	452 WESTGATE DR	Billable Alarm
07/02/2020	2007020177	XFER	22:14:33	CLAM BEACH DR	Xfer to Fire
07/02/2020	2007020184	BOLO	22:33:02	CLAM BEACH DR	Cad Documentation Only
07/03/2020	2007030006	XFER	01:28:16	275 LYNDAL LN	Xfer to CHP

**HUMBOLDT COUNTY SHERIFF'S OFFICE**

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**Incident Search Results****City is trinidad or trin, Date Between 6/1/2020 and 7/5/2020**

07/09/2020

Date	Inc #	Type	Time	Location	Dispositio
07/03/2020	2007030023	911C	07:19:35	LIGHTHOUSE RD	Pending Recontact From Rp
07/03/2020	2007030024	XFER	07:25:37	HWY 101/ BIG LAGOON	Xfer to CHP
07/03/2020	2007030089	PED	14:41:15	286 MILL CREEK LN	Cited
07/03/2020	2007030091	DISP	14:45:56	98 RAYIPA LN	Pending Recontact From Rp
07/03/2020	2007030152	242	21:19:25	201 MAIN ST	Not as Reported
07/03/2020	2007030165	TRF	21:51:47	SCENIC DR/S WESTHAVEN DR	Warned
07/04/2020	2007040018	TRF	02:12:35	SCENIC DR/MAIN ST	Warned
07/04/2020	2007040022	TRF	02:54:02	SCENIC DR/MAIN ST	Cad Documentation Only
07/04/2020	2007040064	242	10:41:53	HIGHWAY 101 OFF RAMP/HIG	Unable to Locate
07/04/2020	2007040130	911M	15:49:23	MOONSTONE BEACH RD	Accidental Dial
07/04/2020	2007040140	602	16:33:05	157 ANDERSON LN	Cad Documentation Only
07/04/2020	2007040181	BEACH	20:36:15	TRINIDAD HEAD	Cad Documentation Only
07/04/2020	2007040190	XFER	20:59:11	COLLEGE COVE PARK	Cad Documentation Only
07/04/2020	2007040197	FWKS	21:14:18	510 BIG LAGOON PARK RD	Cad Documentation Only
07/04/2020	2007040214	TA	21:34:01	389 MAIN ST	Not as Reported
07/04/2020	2007040223	BEACH	21:46:57	(UNKNOWN ADDRESS)	Cad Documentation Only
07/04/2020	2007040230	FWKS	21:50:34	1948 PATRICKS POINT DR	Cad Documentation Only
07/04/2020	2007040241	XPAT	22:00:53	(UNKNOWN ADDRESS)	Cad Documentation Only
07/04/2020	2007040251	FWKS	22:12:07	(UNKNOWN ADDRESS)	Cad Documentation Only
07/04/2020	2007040275	415	22:44:22	355 MAIN ST	Not as Reported
07/04/2020	2007040296	BEACH	23:38:38	(UNKNOWN ADDRESS)	Cad Documentation Only
07/05/2020	2007050002	XPAT	00:00:54	.TRINIDAD	Cad Documentation Only
07/05/2020	2007050050	415	09:48:51	.TRINIDAD FRONTAGE RD	Duplicate Call
07/05/2020	2007050064	XFER	10:46:43	COLLEGE COVE PARK	Xfer to Fire
07/05/2020	2007050088	XFER	13:53:39	HIGHWAY 101 OFF RAMP/HIG	Xfer to CHP
07/05/2020	2007050089	459V	13:55:14	(UNKNOWN ADDRESS)	Report Taken
07/05/2020	2007050177	FWKS	23:49:03	122 MOONSTONE BEACH RD	Cad Documentation Only
07/05/2020	2007050178	FWKS	23:54:21	MOONSTONE BEACH RD	Cad Documentation Only



## **CONSENT AGENDA ITEM 4**

### **SUPPORTING DOCUMENTATION ATTACHED**

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4. Minute Corrections; 05-12-2020 cc, 05-21-2020 scc

**MINUTES OF THE REGULAR MEETING OF THE TRINIDAD CITY COUNCIL**  
**TUESDAY, MAY 12, 2020**

**I. CALL TO ORDER**

Mayor Ladwig called the Webex virtual meeting to order at 6:00pm. Council members in attendance: Ladwig, Miller, West, Grover, Davies. City Staff in attendance: City Manager Eli Naffah, City Clerk Gabriel Adams.

**II. ADJOURN TO CLOSED SESSION – *There was no closed session scheduled.***

**III. RECONVENE TO OPEN SESSION – *No closed session.***

**IV. PLEDGE OF ALLEGIANCE**

**V. APPROVAL OF THE AGENDA**

*Motion (Miller/Grover) to approve the agenda as amended. Passed unanimously.*

**VI. APPROVAL OF MINUTES – 04-14-2020 cc, 04-28-2020 cc2**

*Motion (Grover/Davies) to approve the 04-14-2020 cc with corrections. Passed unanimously.*

*Motion (West/Grover) to approve the 04-28-2020 cc2 minutes as submitted. Passed unanimously.*

**VII. COUNCILMEMBER REPORTS/COMMITTEE ASSIGNMENTS**

**Miller:** RCEA is pursuing green energy contracts. As for future water or Rancheria Hotel project decisions, we may have to re-think how temporary virtual meetings may be because we could be meeting this way for a while.

**Ladwig:** Many residents have requested that decisions regarding the Rancheria Hotel Project water request be made at live meetings, not virtual meetings.

**Grover:** Nominated as a green party delegate recently.

**Davies:** Deferred to the Trails agenda item.

**West:** No report.

**VIII. STAFF REPORTS**

**City Manager Naffah** highlighted items listed in the written staff activity report, and showcased one of approximately 170 boxes of emergency food issued to the City by the Area 1 Agency on Aging for distribution to seniors. He also provided an update on Verizon, Covid re-opening Phase II, part 2, and mentioned a possible special meeting on May 21 to discuss the Stormwater Project.

**Davies** objected to the special meeting, and requested the City stick to its regular schedule.

**IX. ITEMS FROM THE FLOOR – *There were no items from the floor.***

*(Three (3) minute limit per Speaker unless Council approves request for extended time.)*

**X. CONSENT AGENDA**

1. Staff Activity Report – April 2020
2. Financial Statements – March 2020
3. Law Enforcement Report – April 2020
4. City Manager Contract Renewal

*Motion (Miller/West) to approve the consent agenda as submitted. Passed unanimously.*

**XI. DISCUSSION/ACTION AGENDA ITEMS**

1. Discussion/Decision regarding Trails Advisory Committee recommendation for a Covid-19 Trails Safety Protocol.  
**Councilmember Davies** explained that the Trails Committee met and at the request of the City Manager, discussed the Covid-related trail closures. The Committee passed the following motion:



*(Davies/Kenny) to recommend that there be a formal policy established and followed before any trail is closed. The following are specific to a COVID-19 safety protocol which are as follows: brushing, ensuring line of sight, and having signage notifying users of mask requirements when social distancing cannot be met. Passed unanimously.*

**Miller:** Details of this nature may not be necessary at the Council level, and I appreciate the City Manager having the discretion to handle such issues. I would like the policy, however, to allow as much use of the trails as possible and only be closed if absolutely necessary.

**Gail Kenny, Trails Committee:** The Covid emergency is not the same as a catastrophic closure. Certain trails, such as Parker Creek, could be brushed better to create space for proper distancing.

**Shirley Laos, Trails Committee:** We did not feel it was our responsibility to author the policy. The minutes of our meeting should help explain our rationale for the motion. We differentiated between a true emergency situation vs. a preventative, or precautionary one. Guidelines are important for decisions like this, not personal opinions.

**City Manager Naffah** explained that he passed the issue along to the Trails Committee because they have more experience on the trails.

Public comment included:

**Elaine Weinreb** – Trinidad Area

The oceanside of Trinidad Head is getting overgrown with poison oak. **Mayor Ladwig** volunteered to help Public Works if needed.

Council comments included:

**Miller:** Not everyone is abiding by the 1-way direction of the Trinidad Head trail.

**Ladwig:** In favor of signage showing we support masks.

*By consensus the Council tasked the City Manager with evaluating the need for a policy and prioritizing it if applicable, and to reopen the trails with Covid safety signage.*

**City Clerk Adams** explained that this is a continuation of the April 14 meeting discussion. The recent Covid-19 pandemic crisis has complicated revenue comparisons and expectations based on normal years, but also complicated anticipating voter sentiment. Considering the ripple effects that the economic collapse will have on the general revenue sources for perhaps years to come, it's hard to imagine the compounding impact that not having the additional sales tax revenue could have on the City's ability to provide some very basic services.

At the April 14 meeting, the Council asked to tie this discussion in with preliminary 2020-2021 revenue projections. In response, Staff added a few more slides to the presentation given on April 14 that shed some light on possible scenarios that could play out, and also provide insight as to how prepared the City is to weather the storm.

A revenue projection spreadsheet was prepared showing the City's average baseline revenues from its primary sources, and calculates what the amounts would be based on 30, 40, and 50% declines. The amounts range from \$125,000 at 30%, to \$205,000 at 50% loss. The City has adequate reserves to shoulder the impact in FY 2020-2021 as designated in Resolution 2019-05 for Emergency and Budget Stabilization. It is very common for cities with large sales and occupancy tax revenues to have high reserves due to volatility.

**Deadlines:** If the Council decides to proceed with a sales tax measure, the November election ballot will ask the voters to decide on 1) the Sales Tax Measure, and 2) selecting 3 Councilmembers. There are deadlines shared with the Sales Tax Election decision, and others that are independent from the Sales Tax election schedule:

**FIRST DEADLINE: June 09, 2020 Council meeting:**

1. Final decision to proceed or sunset the Sales Tax Increase must be made.

**SECOND DEADLINE: July 14, 2020 Council meeting:**

1. If a decision is reached to continue the sales tax increase, the wording must be drafted and approved in a resolution. Staff will draft the resolution based upon the decision reached at the June (or earlier) meeting and include it for adoption at the July (or earlier) Council meeting.
2. A second resolution will be required at this meeting to approve requesting that the City and County consolidate their elections. Clerk will have the resolution prepared for discussion/approval at this meeting, regardless of the Sales Tax decision.

The next steps following the July Council meeting deadline will be advised after each benchmark decision is reached. The Clerk's office will provide monthly updates and announcements to the Council regarding publishing deadlines and required notifications for both elements of the election.

There were no public comments.

Council comments included:

**Miller:** I would like to see information showing how much of the sales tax is paid by tourists. **I would also like to see a list of options.** **Adams** explained that if that information is possible to establish, City Manager Naffah should be able to access it via private sources. If not, we could list or identify taxable items such as take-out food, gifts, bait, tackle, etc. that will illustrate the point. Adams further explained that the options are endless, but if the Council desires to pose a ballot measure to the voters, it could start by weighing the pros and cons of simply extending the current measure and possibly extending the time-frame.

**West:** Ready to move this forward.

**Davies:** We should wait a month and consider it during budget discussions.

*No decision was made. The Council requested a list of options to consider at the June 09 regular meeting.*

**XI. FUTURE AGENDA ITEMS – No items discussed.**

**ADJOURNMENT: 7:45pm.**

**Submitted by:**

**Approved by:**

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**Gabriel Adams**  
Trinidad City Clerk

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**Steve Ladwig**  
Mayor

**MINUTES OF THE SPECIAL MEETING OF THE TRINIDAD CITY COUNCIL**  
**TUESDAY, MAY 21, 2020**

**I. CALL TO ORDER**

Mayor Ladwig called the Webex virtual meeting to order at 6:00pm. Council members in attendance: Ladwig, Miller, West, Grover, Davies. City Staff in attendance: City Manager Eli Naffah, City Clerk Gabriel Adams.

**II. PLEDGE OF ALLEGIANCE**

**III. APPROVAL OF THE AGENDA**

*Motion (Miller/West) to approve the agenda as amended. Passed unanimously.*

**IV. ITEMS FROM THE FLOOR – *There were no items from the floor.***

*(Three (3) minute limit per Speaker unless Council approves request for extended time.)*

**Bryce Kenny** – Trinidad

We are in a new era of financial austerity. Grant funding is not guaranteed in the future for the City, nor the Rancheria. Please keep this in mind in your future decisions.

**Anita Thompson** – Trinidad

Are Trinidad short-term rentals still following the moratorium as new Covid cases rise?

**Norman Thompson** – Trinidad

Requested a status update on the fire hydrant in front of 840 Van Wycke. City Manager Naffah will follow up with them.

**Steve Madrone** – Trinidad Area

Friendly reminder to everyone to mute their microphones.

**Ken Miller** – Trinidad Area

Should we be concerned with the Casino opening up Friday?

**V. CONSENT AGENDA**

**1. Stormwater Project Update**

*Motion (Miller/West) to approve the consent agenda as submitted. Passed unanimously.*

**XI. DISCUSSION/ACTION AGENDA ITEMS**

**1. Discussion/Decision regarding Resolution 2020-07; Acknowledging the Public Service of Bryan Buckman.**

**Mayor Ladwig** read the resolution aloud, highlighting Buckman's successes and accomplishments during his nearly 20-year career with the City.

**Miller:** Expressed sincere appreciation for all Buckman has done for the City.

Public comment included:

**Bryce Kenny** – Trinidad

Buckman was a true son of Trinidad. He worked multiple jobs, found his calling, and will be missed.

**Jim Baker** – Former resident and Councilmember

It's important to note how much institutional knowledge will be lost with Buckman's retirement.

The full Council expressed their gratitude to Buckman and wished him the best.

*Motion (Miller/West) to approve Resolution 2020-07; Acknowledging the Public Service of Bryan Buckman.*

**Passed unanimously.**

**2. Discussion/Decision regarding 3-Month Contract Extension for Law Enforcement Services, Second Amendment, with the Humboldt County Sheriff's Office.**

City Manager Naffah explained that this agenda item was necessary to allow additional time needed to negotiate a new agreement.

There were no public or Council comments.

*Motion (West/Miller) to adopt the Second Amendment to Agreement to Provide Law Enforcement Services Within the City of Trinidad. **Passed unanimously.***

3. Discussion/Decision regarding Memorandum of Understanding (MOU) with the Trinidad Rancheria on Engaging in a Series of Conversations regarding City Water for their Hotel Project

Mayor Ladwig and City Manager Naffah explained that the City received a letter from the Trinidad Rancheria shortly after the May 13 government-to-government meeting. It seems as if the Rancheria is now halting cooperation on all matters with the City until a decision is made on the hotel project, including the Stormwater project to be completed in the harbor parking lot.

To keep the process from stalling entirely, Mayor Steve Ladwig, Mayor Pro-Tem Jack West, and City Manager Eli Naffah agreed to begin a conversation with the Rancheria on what each party is willing to consider for the water decision. This includes, but is not limited to:

- What are the terms of water delivery?
- What happens in drought years when water restrictions are required?
- What improvements to the water plant is the Rancheria willing to provide?

City Council is responsible for making informed decisions by considering all aspects of an issue. It also has the responsibility of keeping business moving in a productive and respectful manner, to the best of their abilities.

The Rancheria has been informed that the final decision rests with the entire Council and is based on facts generated by the water studies, the needs of the City, and all members of the greater Trinidad community. It also has been noted that the City remains committed to the partnership established by working together on projects of mutual benefit, such as the Stormwater Project.

A draft MOU has been prepared to present to the Council on Thursday that outlines what that conversation would look like for the City. The only desired outcome of the MOU and the conversation with the Rancheria is to bring several options forward to the City and the greater Trinidad community for discussion and decision regarding the Rancheria's request for water in open session at future meetings.

**Mayor Ladwig** asked the City Manager to summarize the guidelines for government-to-government meetings.

**City Manager Naffah** explained that the first step listed on the MOU is to engage in a dialogue. The State of Ca has Tribal Consultation Guidelines that require the local government to meet with less than a quorum of its members, and establish procedures to allow tribes to engage with local government in a confidential setting. The intent is to have a conversation to explore the Rancheria's request, and explain the City's needs and limitations. Meeting in a confidential setting allows us to obtain as much information as possible, and return to open meetings with a full scope for public discussion.

Council questions included:

**Davies:** Regarding the MOU, there are many specific points that appear to be discussed in closed meetings. I've asked, repeatedly, to have the content of these meetings reported back to the Council. People would like to know about these meetings. If this has all been discussed over the last year, why hasn't it been reported out.

**Naffah** replied, explaining the 8 points listed in the MOU are essentially a roadmap for further discussions and that no conclusions have been reached. Further, as pre the Rancheria's letter, they clearly believe the City has not been responsive over the last year. The Mayor, Mayor Pro-Tem, and I just recently drafted it. **Ladwig** echoed Naffah's comments, noting that this is simply a starting point that is open for deliberation. The Rancheria has not seen it until the meeting packet was published on Friday.

Questions/Clarification from the Council and Public:

**Jim Baker** – Former City Councilmember

Regarding Gov2Gov consultations, I was unaware that they are confidential. Davies is correct about reporting out, that meeting content should be reported out. We also should ensure whether an MOU has legal implications.

**Naffah** explained that the Brown Act allows exceptions for confidentiality for real estate negotiations, and cultural places.

**Shirley Laos** – Trinidad Rancheria

Meeting confidentiality protection isn't limited to cultural places. The categories are very broad. I would be very careful to describe statutory requirements by laypeople in a discussion. When we have our Gov2Gov meetings, there is not a quorum of local officials, and the Tribal Government can determine what content is confidential or not. The MOU was written by the City. The Tribe did not have any input, which was a point of contention for us. The Tribe is a sovereign government - not just a stakeholder, and not just citizens. We expect the same description of Gov2Gov meeting as the Council reports out from its own closed sessions.

**Richard Clompus** – Trinidad Resident

Requested an example of a confidential topic. **Naffah** explained that Hyatt developers would not want certain privileged information disclosed to its competitors.

**Jaque Hostler** – Trinidad Rancheria

Any topic that the Rancheria requests be held confidential, should be kept confidential. The Rancheria has been trying to work in good faith. Respecting this means respecting the confidentiality of the Tribe. The illusion that has been cast that there are back-room deals going on is false. Shirley and I were surprised to learn about the MOU through the press. The City Council (or someone) released it to the media first, but we perceived it as an attack. Having an MOU is meaningful.

**Sheri Provolt** – Yurok Tribal Councilmember

I respect the Gov2Gov process. Transparency is important. Coming out together with a common statement or goals is very important. Having the 5 or 6 points, or goals, to accomplish is very helpful.

Written comments:

All written comments received have been archived on the City website as part of the 05-21-2020 meeting record.

Public comment included:

**Bryce Kenny** – Trinidad

One big problem I see with the Rancheria's Gov2Gov meeting scenario is less that you have than a majority of the Council agreeing to substantive decisions about what might be confidential. Regarding the MOU, the road you're going down is extremely schyzophrenic. You have the Planning Commission working on a water policy to determine an outside-city connection process, and the Council is going down a completely different track. Now is not the time for an MOU. Everyone must be patient while the PC finishes their work. It's putting the cart before the horse. Once the policy is created, it can be applied to the Rancheria's request. Sunlight is one of the best disinfectant. There is a perception that deals are being made. The Hotel may, or may not be viable considering the current health crisis. Trailer parks north of town have requested water, and your General Plan already includes that area as a priority. Do the right thing.

**Jacque Hostler** – Trinidad Rancheria

I need to address some of the comments. It's a tried and true tactic to accuse an Indian Tribe of hostility. Neither the Trinidad Rancheria or Tribal Chairman have threatened the City. HARP's mischaracterization of the Tribe's letter evokes a long history in CA where a Tribe has been punished for standing up for its rights. They'll do whatever they can to keep the project from moving forward. HARP is not concerned with the City's water system. The City seeks the right to use the Tribes land for the Stormwater system, and the Tribe has expressed willingness in partnership if the City works in good faith with the Tribe. The Tribe has also expressed willingness to help improve the City's water system. A presentation was made in April 2020 by the Tribe to pursue this partnership. The Council agreed it would be worth pursuing a partnership to determine a positive path forward. The Tribe deserves a response to its year-old request. The Tribe has contributed over \$877,000 to the City's infrastructure over the last few decades.

**Don Allan** – Trinidad Area

*Submitted written statement.* I am a member of HARP, and disagree that we do not support a hotel. The Rancheria has stated the request is over a year old. The Tribe stated that an MOU must include other Tribes in the area. I have more questions than statements at this time.

**Shirley Laos** – Trinidad Rancheria

There is a difference between a Land Trust MOU, and a Gov2Gov MOU.

**Richard Harris** – Bay Area Resident

*Submitted a prepared statement, submitted to the City and included in the Public Comment Packet. Question about how the City decided to proceed with the MOU. Rancheria's representatives say they would like to think about the MOU for a while. It is very one-sided.*

**Jacque Hostler** – Trinidad Rancheria

The FONSI is ready and will be signed by the BIA representative. The Hotel Project is alive and well, and moving forward. The Rancheria has a right to develop, but we want to move forward with the City in partnership, sharing common goals.

**Anita Thompson** – Trinidad

We have a limited and finite water source. Can we still maintain a partnership while the Rancheria receives water from another source?

**Steve Madrone** – Fifth District Supervisor, Humboldt County

This is the biggest Webex I've ever seen. 75 participants. I have great respect for Gov2Gov meetings, but I firmly believe that an MOU is not needed. It creates a lot of problems in the community, as simple as it may seem. There is no water to offer. There is ample evidence in the reports received by GHD that without adding any new customers, the City's water supply may not be able to supply water to its existing customers during a drought period. If you understand this, and understand the last 30 years of promises to the north Trinidad area as codified in the General Plan, you'll realize there is not enough water, yet. You keep punting this back to the Planning Commission, but you clearly don't realize the limits of your water supply. I do. If the Rancheria reduces the size of their development and the community starts developing collection and storage, we can get to a better place.

Council comments included:

**Miller:** I second Madrone's comments. I support the MOU because it doesn't promise any water. All the reports I've read say there is very little, if any, water to share during low-flow periods. Storage is key. I will consider the MOU if it includes the drought considerations in the discussion.

**Grover:** I assumed that the MOU was developed by the City and Rancheria.

**Ladwig:** We have been asked as a City to be transparent with our actions, so this was developed in response to a stalemate reached that has affected our Stormwater Project.

**Davies:** I appreciate all the public comments that were sent in. I had zero knowledge of this MOU until I saw it in the meeting packet. I've heard about a formal request made for water, but I did not see it agendaized in any meeting packet over the last 2 years. Regarding Gov2Gov meetings, other communities meet usually once or twice a year and the meetings are agendaized and published. It would be nice to see agendas for these meetings. We do not have a final water policy yet. The Planning Commission is working on the drought contingency plan. We are considering entering into an MOU with a sovereign nation, and have no legal recourse if there are disagreements between parties. I will not support this MOU tonight, but in the future if one is proposed I would request sovereign immunity is waived by the Rancheria so we both stand on an even level.

Regarding the Gov2Gov meetings, I recommend that the City develop a policy that dictates meeting procedures. I would like to suggest the following motion for consideration:

*(Davies/Grover) 1) Considering the Planning Commission has been directed to complete the drought contingency plan of the draft Water Policy, I move to deny the request to develop an MOU with the Rancheria at this time, and 2) if in the future this topic reappears, the discussions will take place in open public meetings.*

**West:** I'm struggling with this. I thought we've been working in the right direction, but overwhelming public comment has me wondering if this is the best method. I've been impressed by how the Rancheria operates and I trust they are committed to our partnership. I like the MOU, but feel we'd be going against the community if I support it. I believe we need to work with the Rancheria, but either way we're in a tough position. I would like to take a step back and review the MOU, and during that time I would like the City to complete its Water Policy and use it as a guide. I received only 1 letter in support of the Rancheria's request. I'm struggling with this decision.

**Miller:** I request that you read the MOU. It does not reflect the letters received. We are not contracting with this MOU to give the Rancheria water. It merely gives us time to continue discussions with the Rancheria so they understand we're partners. It does not bind us whatsoever. The comments I received were focused on not

giving them water. I want to see a drought related item in the MOU. Voting against the MOU could give a tone that we're not interested in continued good faith discussions.

**Davies:** This is a very leading document. That's how I read it, and that's how I interpreted it.

**Ladwig:** This is an MOU to work with the Rancheria. I don't think the Rancheria wants to work with us on finding ways to not provide them water.

**West:** I support the first part of the motion, but not the second part. I still want to work with the Rancheria, but it may be possible to do this without an MOU.

Continued public comment:

**Bryce Kenny** – Trinidad

Davies motion is the right thing to do. It does not bind you at all. It simply allows you to finish a process you've already started. It requires the Rancheria to be patient.

**Katrine Homan** – Trinidad Area

I request that you support the MOU. Keep talking with the Rancheria. At the Coastal Commission meeting in August, they were told that a Water Policy would be prepared in December/January. They've been waiting patiently. For the City it's only a small inconvenience, but the Rancheria is shouldering all the consequences. They've received accusations about them being bullies. This MOU just levels the playing field. A partnership could result in collaborative discussions in a timely manner that balance all interests.

**Don Allan** – Trinidad Area.

If it has to be one way or the other, it should be no, until there is more data. It's immature to enter into the unknown without all the data. There seems to be a distrust in these Gov2Gov meetings, so I suggest including Supervisor Madrone as a participant.

**Jacque Hostler** – Trinidad Rancheria

Echo Councilmember Miller's comments. Think about this very carefully. The current motion may put you down a path of no return. We're trying to maintain a good faith relationship, and saying you aren't willing to do that is a very serious decision.

**Sheri Provolt** – Yurok Tribal Councilmember

An MOU isn't needed, but it's very important to have a collaborative Gov2Gov meeting focused on the science and data on water issues, and think about moving forward in developing a sustainable water system (and waste water systems) for Trinidad and the surrounding area. Your relationship with the Tribe is vital.

Final Council comment included:

**West:** I agree with Sheri Provolt, and I feel very good about her suggestion. I would like to clarify that we want to move ahead in the future together, collaboratively, and would like to write that up somehow.

**Grover:** Agree with West.

**Davies:** I've redrafted my motion in the chat feature of the Webex, as follows:

*(Davies/Grover) Considering the Planning Commission has been directed to finish the Water Policy draft, complete with a Drought Contingency Plan, I move to deny the request to develop an MOU with the Trinidad Rancheria at this time. Furthermore, if the topic of this MOU reappears in the future, all negotiations regarding said MOU will take place in an open public meeting. Motion passed by the following vote: YES - Grover, Davies, Ladwig. NO - West, Miller.*

**VI. FUTURE AGENDA ITEMS – No items discussed.**

**ADJOURNMENT: 9:15pm.**

**Submitted by:**

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**Gabriel Adams**  
Trinidad City Clerk

**Approved by:**

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**Steve Ladwig**  
Mayor



## **CONSENT AGENDA ITEM 5**

### **SUPPORTING DOCUMENTATION ATTACHED**

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5. Storm Water Project Grant Deadlines & Conditions



**Item: STORM WATER PROJECT GRANT DEADLINES AND CONDITIONS**

**Summary:**

In June, the State Water Resources Control Board Grant (Water Board) Management informed the City that the City's ASBS Storm Water Project (Project) Prop 84 Grant (\$4,832,981) needs 1) a landowner agreement for the City's Storm Water Project with the Cher-Ae Heights Indian Community of the Trinidad Rancheria, and 2) the City needs significant progress on the Coastal Development Permit by November. The two notification emails are attached.

1) *Coastal Development Permit (CDP)*: Removal of the storm water outfall from Launcher Beach requires Coastal Commission approval of a Coastal Development Permit (CDP). The City Planner has been working with the Coastal Commission staff on CDP requirements for the City's Stormwater Project. The CDP application is in process and Commission staff comments are being addressed. The Coastal Commission has requested that the Trinidad Rancheria's Storm Water Project be included in the same Coastal Development Permit Application. Staff recommends that the CDP application include both the City and Rancheria Stormwater Projects. The City Planner estimates that the CDP application will be submitted with potential approval by the Coastal Commission in October or November 2020.

2) *Landowner Agreements*: Construction of the City's Storm Water Project components in the Beach Parking Area as designed will require a permanent landowner access agreement with the Trinidad Rancheria to provide access for construction, operations and maintenance. The Trinidad Rancheria's Storm Water Project will need an access agreement with the City for the same purposes. In the case that the access agreement for the City's Project cannot be secured by November, staff has identified an alternative alignment for the component that will not require an access agreement. Staff recommends that the City Council continue to engage with the Rancheria Tribal Council to resolve outstanding issues including completion of Landowner Agreements for the respective Stormwater Projects.

**Staff Recommendation:**

- Direct staff to expedite completion and submission of the CDP Application for both City and Rancheria Storm Water Projects.
- Continue efforts to resolve outstanding issues with the Rancheria including completion of the Landowner Agreements for the City and Rancheria's Storm Water Projects.

**Attachments:** Email notices from the Water Board Grant Managers

**From:** Hernandez, Fabian@Waterboards <[Fabian.Hernandez@Waterboards.ca.gov](mailto:Fabian.Hernandez@Waterboards.ca.gov)>  
**Sent:** Thursday, June 18, 2020 5:19 PM  
**To:** Rebecca Price-Hall <[rpricehall@trinidad.ca.gov](mailto:rpricehall@trinidad.ca.gov)>  
**Subject:** Fw: Landowner/Access Agreements between City of Trinidad and Trinidad Rancheria  
Good afternoon Becky,

State Waterboard management asked me to give you the following message:

- i. Time Extension and Deviation requests will continue to be processed but they won't be approved until the Landowner Agreements are completed.
- ii. State Waterboard (stormwater) management would like to have the City and Rancheria landowner agreement completed by November 2020.
- iii. Invoices will continue to be processed/reimbursed for Planning/Design/Engineering/Environmental. We want the project planning/design/engineering to continue.
- iv. If the landowner agreements are not completed by November 2020, then your grant agreement will be in jeopardy. We are hoping that by November 2020 the city will also have the CDP approved.

Please contact me if you have any questions.

Thank you,

**Fabian Hernandez** | *Water Resource Control Engineer*  
State Water Resources Control Board | Division of Financial Assistance  
Storm Water Grant Program  
1001 I Street, 17<sup>th</sup> Floor  
Sacramento, CA 95814  
**Phone:** (916) 341-5795  
**Email:** [fabian.hernandez@waterboards.ca.gov](mailto:fabian.hernandez@waterboards.ca.gov)

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**Subject:** FW: Landowner/Access Agreements between City of Trinidad and Trinidad Rancheria  
**From:** "Badyal, Damanvir@Waterboards" <[Damanvir.Badyal@waterboards.ca.gov](mailto:Damanvir.Badyal@waterboards.ca.gov)>  
**Date:** 6/19/20 1:35 pm  
**To:** "[rpricehall@trinidad.ca.gov](mailto:rpricehall@trinidad.ca.gov)" <[rpricehall@trinidad.ca.gov](mailto:rpricehall@trinidad.ca.gov)>

Hi Becky,

A few other comments is that we also need to see significant progress on the Coastal Development Permit front by that November time frame, before we consider approving any time extensions or deviations.

As Fabian mentioned, for now we will continue to process invoices for planning work but that can change if the project is not making progress towards implementation.

Let us know if you want to discuss further. Thanks.

**Daman Badyal, P.E.**  
*Senior Water Resource Control Engineer*  
**Storm Water Grant Program**  
**Division of Financial Assistance**  
**State Water Resources Control Board**  
1001 I Street, 17<sup>th</sup> Floor  
Sacramento, CA 95814  
**Phone:** (916) 319-9436  
**Email:** [damanvir.badyal@waterboards.ca.gov](mailto:damanvir.badyal@waterboards.ca.gov)



## **CONSENT AGENDA ITEM 6**

### **SUPPORTING DOCUMENTATION ATTACHED**

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6. Resolution 2020-15; Committing Water Enterprise Funds to Designated Fiscal Reserve Funds.

## CONSENT AGENDA ITEM

Date: July 14, 2020

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**Item:** Adopt Resolution 2020-15 Committing Water Operating Funds to Water Reserve Fund

**Summary and Recommendation:** The City Fiscal Reserve Policy (Policy) of 2017 sets target amounts for City Reserve Funds, and designation of surplus Water Funds to the Water Reserve Fund. As of June 30, 2019, the Water Capital Improvement Reserve (Water Reserve) balance was \$45,000 and the Water Operating Fund balance was \$1,044,367. Conservatively, \$975,000 of the Operating Fund could be considered surplus and designated to the Water Reserve Fund. Staff recommends adoption of Resolution 2020-15 Committing \$975,000 of Water Operating Funds to Water Fund Reserves in accordance with the Policy.

**Background:** City Council adopted Resolution 2017-10 Fiscal Reserve Policy to formalize the City's approach towards establishing, maintaining and utilizing Reserve funds. The following policies apply to the Water Fund:

- **Reserve Target Levels:** The Water Fund Reserve target shall be set at a minimum of 50% of the current year Water Fund operating expenditures, and will be managed in coordination with the City's current Capital Improvement Plan to provide for the long term maintenance and replacement of the Water Plant and Water Distribution System.
- **Excess Fund Balance:** Surplus Water Funds at the close of each fiscal year shall be designated to the Water Fund Reserve.

**Discussion:** The FY 2019 Audit Balance Sheet for Proprietary Funds (pages 33) shows a Water Reserve fund balance of \$45,000 and a Water Operating Fund balance of \$1,044,367 available to commit to reserve designation. The proposed Resolution would reallocate \$975,000 of surplus Water Operating Funds to Water Fund Reserves in accordance with the Fiscal Reserve Policy. The Capital Improvement Plan should be updated to enable coordination with management of the Water Reserve fund in accordance with the Policy.

This is a financial 'housekeeping' action to update the Reserve Fund amounts according to City Policy. It indicates Council intent for these funds, but does not prevent the Council from acting to utilize these funds as needed in the future. It is also advantageous for some grant and loan opportunities where 'undesignated' fund balances impact the City's eligibility for financing.

**Staff recommends the Council:**

Adopt Resolution 2020-15 Committing Water Operating Funds to Designated Water Reserve.  
Direct staff to update the Water Utility Capital Improvement Plan.

**Attachments:**

- Page 33 from FY 2019 Audit
- 2017 Fiscal Reserve Policy
- Proposed Resolution 2020-15 Committing Water Operating Funds to Water Fund Reserve



**RESOLUTION 2020-15**

**A RESOLUTION OF THE TRINIDAD CITY COUNCIL**  
**COMMITTING WATER OPERATING FUNDS TO DESIGNATED WATER RESERVE FUNDS**

**WHEREAS**, the Trinidad City Council is responsible for the fiscal management of the City; and

**WHEREAS**, setting aside adequate financial reserves to address emergencies, unexpected expenses, and the replacement of capital assets is an important component of prudent fiscal management; and

**WHEREAS**, the City Council adopted Resolution 2017-10 establishing a fiscal reserve policy; and

**WHEREAS**, the Fiscal Reserve Policy directs the establishment, maintenance, and use of Reserve Funds for the fiscal health of the City of Trinidad, including the Water Reserve Fund; and

**WHEREAS**, the Fiscal Reserve Policy directs that the Council shall review and reset Reserve Fund balances periodically based on the current budget and available financial resources;

- The Water Fund Reserve target shall be set at a minimum of 50% of the current year Water Fund operating expenditures, and will be managed in coordination with the City's current Capital Improvement Plan to provide for the long-term maintenance and replacement of the Water Plant and Water Distribution System;
- Surplus Water Funds at the close of each fiscal year shall be designated to the Water Fund Reserve;

**WHEREAS**, at the close of FY 2019, the Water Capital Improvement Reserve balance was \$45,000 and based on the current year water fund budgeted operating expenditures of \$366,903, the water reserve target should be a minimum of \$183,452; and

**WHEREAS**, of \$1,044,367 in Water Operating Funds at the close of FY 2019, \$975,000 is surplus;

**NOW, THEREFORE BE IT RESOLVED**, that the City Council of the City of Trinidad does hereby commit \$975,000 in surplus water operating funds to fiscal water reserve status for a total of \$1,020,000 in Water Reserves.

**PASSED, APPROVED AND ADOPTED this 14<sup>th</sup> day of July, 2020 by the following vote:**

AYES:

NOES:

ABSTAIN:

ABSENT:

Attest:

\_\_\_\_\_  
**Gabriel Adams**  
Trinidad City Clerk

\_\_\_\_\_  
**Steve Ladwig**  
Mayor

**CITY OF TRINIDAD**  
**Proprietary Funds**  
**Statement of Net Position**  
**June 30, 2019**

	<b>Business-type Activities</b>			
	<b>Water Operating Fund</b>	<b>Water Plant Construction Project</b>	<b>Water Capital Improvement Reserve</b>	<b>Total Water Fund</b>
<b>ASSETS</b>				
Current Assets:				
Cash and investments	\$ 1,024,796	\$ 1,579	\$ 45,000	\$ 1,071,375
Receivables	43,113	-	-	43,113
Prepaid expense	816	-	-	816
Total current assets	1,068,725	1,579	45,000	1,115,304
Noncurrent Assets:				
Capital assets not being depreciated	25,089	-	-	25,089
Capital assets, net of depreciation	1,400,722	-	-	1,400,722
Total noncurrent assets	1,425,811	-	-	1,425,811
Total assets	\$ 2,494,536	\$ 1,579	\$ 45,000	\$ 2,541,115
<b>LIABILITIES</b>				
Current Liabilities:				
Payables	\$ 7,929	\$ -	\$ -	\$ 7,929
Accrued expenses	13,449	-	-	13,449
Customer deposits	2,980	-	-	2,980
Total liabilities	24,358	-	-	24,358
<b>NET POSITION</b>				
Net investment in capital assets	1,425,811	-	-	1,425,811
Restricted	-	-	-	-
Unrestricted	1,044,367	1,579	45,000	1,090,946
Total net position	2,470,178	1,579	45,000	2,516,757
Total liabilities and net position	\$ 2,494,536	\$ 1,579	\$ 45,000	\$ 2,541,115

## **Attachment A to City of Trinidad Resolution 2017-10**

### **CITY OF TRINIDAD**

### **FISCAL RESERVES POLICY**

#### **POLICY PURPOSE:**

The purpose of this Policy is to protect the long term fiscal health of the City of Trinidad by establishing designated reserve funds, setting target levels for those funds, and providing clear guidance on their use and maintenance.

#### **BACKGROUND:**

Reserves are a critical part of how cities plan for and respond to fiscal challenges, infrastructure replacement, and cash flow management. Fiscal challenges can include natural disasters, other unexpected costs or reductions in revenue, and economic downturns. Reserves also provide a framework to plan and save for the maintenance and replacement of the City's infrastructure and capital assets. Reserves are critical to managing cash flow. Collectively, reserves provide the City with time and flexibility to respond to financial challenges without disrupting the provision of essential City services.

Reserves fall into two general categories: Restricted and Designated. Restricted reserves are already committed to a specific purpose due to financial, accounting, or legal restrictions, and are not available for other use. Designated reserves are established by Council policy for an intended purpose and are available for use per Council direction according to that policy.

Our annual audit follows the Governmental Accounting Standards Board (GASB) Statement 54 Fund Reporting and Governmental Fund Type Definitions, which require that all fund balances be classified on the governmental funds balance sheet as follows:

#### *Restricted Reserves:*

- Non-spendable: - amounts that cannot be spent because they are either (a) legally or contractually required to be maintained intact or (b) not in spendable form such as long-term notes receivable.
- Restricted: - amounts that can be spent only for the specific purposes stipulated by constitution, external resource providers, or through enabling legislation.

#### *Designated Reserves:*

- Committed - amounts that can be used only for the specific purposes determined by a formal action of the City Council, to establish, modify or rescind a fund balance commitment.
- Assigned - amounts that are constrained by the government's intent to be used for specific purposes but do not meet the criteria to be classified as restricted or committed, as determined by a formal action or policy of the City Council or its appointed official.
- Unassigned - the residual classification for the government's general fund and includes all spendable amounts not contained in the other classifications.

#### **GUIDING PRINCIPLES:**

Following sound financial practices and adhering to the Government Finance Officers' of American (GFOA) recommendations, the City's designated reserves include reserves for known and unknown contingencies, which take into consideration the:

- Diversity of revenue base
- Cyclical nature of revenue
- Changes in community priorities
- Frequency of budget surpluses/deficits
- Cash flow management practices
- Nature of financial risks to the City
- Budget size relative to potential risks.

#### **POLICY:**

##### **Reserve Funds**

The City will set aside funds into designated reserves to address unforeseen emergencies or disasters, significant changes in the economic environment, and key infrastructure and capital projects.

General Fund designated reserves shall include an Emergency Reserve Fund, Budget Stabilization Reserve Fund, and Capital and Special Projects Reserve Funds.

Enterprise Reserve Funds shall include the Water Utility Reserve Fund and the Cemetery Reserve Fund.

##### **Key General Fund Designated Reserves**

***Emergency Reserve.*** Funds reserved under this category shall be used to mitigate costs associated with unforeseen emergencies or fiscal crises, including natural disasters or catastrophic events. Other uses of this fund could include significant one-time expenses due to litigation, or legal or insurance settlements.

In the case of a natural disaster or other emergency that requires the immediate expenditure of City resources beyond those provided for in the annual budget, the City Manager or designee shall have authority to approve Emergency Reserve appropriations. The City Manager or designee shall notify the Council immediately upon such use, and then present to the City Council within two weeks of such action a budget amendment confirming the nature of the emergency and authorizing the appropriation of reserve funds.

***Budget Stabilization Reserve.*** Funds reserved under this category shall be used to mitigate, should they occur, annual budget revenue shortfalls (actual revenues less than projected revenues) due to changes in the economic environment and/or one-time expenditures that will result in future efficiencies and/or budgetary savings. Examples of "economic triggers" and one-time uses include, but are not limited to:

- Significant decrease in property, sales, or transient occupancy tax, or other economically sensitive revenues;
- Loss of businesses considered to be significant sales tax generators;
- Reductions in revenue due to actions by the state/federal government;
- Workflow/technical system improvements to reduce ongoing, personnel costs and enhance customer service;
- One-time maintenance of service levels due to significant economic/budget constraints; and
- One-time transitional costs associated with organizational restructuring to secure long-term personnel cost savings.



**Capital and Special Projects Reserve.** Funds reserved under this category are designated for key infrastructure and capital/special projects as identified in the current City Capital Improvement Plan. The City Council shall designate funds towards specific capital and special projects in relation to their priority, expected cost, and date of replacement. These shall include a Fire Department Equipment Reserve, a Town Hall Reserve, a Streets and Roads Reserve, an ADA compliance Reserve, and other Reserves as designated by the Council.

#### **Reserve Target Levels**

The target level for the Emergency Reserve and the Budget Stabilization Reserve shall be based on a percentage of the current year General Fund annual operating expenditures (minus one-time expenditures).

- The Emergency Reserve target shall be set at 75% of the current year GF operating expenditures.
- The Budget Stabilization Reserve target shall be set at 75% of the current year GF operating expenditures.
- The General Fund Capital and Special Project Reserves target shall be set at a minimum of 50% of the current year GF operating expenditures, with specific targets for individual projects or assets to be adjusted in accordance with the current Council approved Capital Improvement Plan.
- The Water Fund Reserve target shall be set at a minimum of 50% of the current year Water Fund operating expenditures, and will be managed in coordination with the City's current Capital Improvement Plan to provide for the long term maintenance and replacement of the Water Plant and Water Distribution System.

The targets for Capital and Special Project Reserves, and Water Fund reserves, shall depend on the specific priority, expected cost, and date of replacement or implementation of the individual projects and assets. Individual targets shall reflect the depreciated value of city assets so that the reserve can fund their replacement when needed. For special projects, the target shall be set so that the reserve fund equals the project cost at the planned implementation date. This Reserve, and specific targets, shall be managed in coordination with the City's current Capital Improvement Plan.

#### **Reserve Utilization and Revisions to this Policy**

The General Fund Reserve Policy and the status of Reserve Funds shall be reviewed at least biannually by the City Council as part of the adoption of the annual audit, and the annual operating budget review and adoption process.

Appropriations of Reserve Funds shall require formal Council authorization, either through the adopted annual budget or through separate approval, with the limited exception of the Emergency Reserve Fund described above.

#### **Replenishment of Unreserved Fund Balance**

When any reserve fund falls below its target thresholds, the City Council will develop a 1 to 5 year reserve replenishment plan to meet the minimum thresholds. The Capital Improvement Plan shall guide appropriate individual targets for the Capital Assets Reserve Funds.

#### **Excess Fund Balance**

After the close of each fiscal year, the City reports on the audited year-end budgetary results and fund balances. The acceptance of the final audit shall include a report on and discussion of current Designated Reserve funding levels. Where all Emergency and Budget Stabilization Reserve targets are met, the General Fund balance exceeding the level required by the policy shall be allocated to the Capital and Special Projects Reserve Funds.

Surplus Water Funds at the close of each fiscal year shall be designated to the Water Fund Reserve.



## **DISCUSSION AGENDA ITEM 1**

### **SUPPORTING DOCUMENTATION ATTACHED**

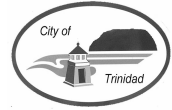
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1. Resolution 2020-14; Acknowledging the Public Service of Dwight Miller

**TRINIDAD CITY HALL**

P.O. Box 390  
409 Trinity Street  
Trinidad, CA 95570  
(707) 677-0223

**Steve Ladwig, Mayor**  
**Gabriel Adams, City Clerk**



**RESOLUTION 2020-14**

**ACKNOWLEDGING THE PUBLIC SERVICE OF DWIGHT MILLER**

**WHEREAS**, Dwight Miller served as a Trinidad City Council member for 10 years, and Mayor from June 2016 through December 2017. He embraced his role as a public official, encouraged the community to engage respectfully with one another, promoted civil dialog in meetings, and recognized City Staff for their work and dedication.

**WHEREAS**, Miller kept the planet as his top priority. He served as the City's representative to the Redwood Coast Energy Authority and kept the City informed of regional efforts to green the environment. He supported the Community Choice Energy Program, the HERO Solar Program, and will finally get to see a full solar array installed on the Town Hall in 2020.

**WHEREAS**, Miller championed initiatives that protected the natural and scenic resources of Trinidad. He voted, without hesitation, to support the Luffenholtz Creek Sediment Reduction Project, the Pier Reconstruction Project, the Clean Beaches Initiative, Upgrades to the Trinidad Water Treatment Plant, and restructuring the Water Rates to reward conservation. He also led the charge in 2015 to adopt water conservation measures to protect the City's water supply during the drought.

**WHEREAS**, Dwight served early-on as the City's Finance Commissioner and shared his math expertise during several budget workshops. He participated thoughtfully in the appointment of numerous Council and Planning Commissioners, was hands-on in City's transition to the management form of government, and was instrumental in the process of hiring three City Managers.

**WHEREAS**, Miller was committed to bringing Tribal Governments together and protecting cultural resources. He recognized the significance of the Tsurai Village Site, was committed to working hand-in-hand with Tribal Governments, and honored the heritage of all Native Americans.

**WHEREAS**, Miller was committed to the well-being of the community. He supported long-term housing and worked tirelessly to improve the Trinidad experience for both residents and visitors alike. He provided strong leadership and guidance during the Memorial Lighthouse relocation project, recognized all voices and opinions, and helped the community find balance on many complicated issues.

**WHEREAS**, Miller walked the walk. He installed enough solar panels on his house to energize a small power plant, he ran errands by bicycle in all weather conditions, and kept his promise to one day own a completely electric vehicle. He honored the past, embraced the future, and inspired his friends and colleagues to keep thinking outside the box.

**NOW, THEREFORE IT BE RESOLVED, THAT** the City Council of Trinidad congratulates and thanks Dwight Miller for his whole-hearted and dedicated service to the citizens of Trinidad, and to the future well-being of the community.

**PASSED UNANIMOUSLY AND ADOPTED BY THE TRINIDAD CITY COUNCIL** of Humboldt County of the State of California this 14<sup>th</sup> Day of July, 2020.

**Attest:**

\_\_\_\_\_  
**Gabriel Adams**  
Trinidad City Clerk

\_\_\_\_\_  
**Steve Ladwig**  
Mayor



## **DISCUSSION AGENDA ITEM 2**

### **SUPPORTING DOCUMENTATION ATTACHED**

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2. Discussion/Decision regarding Appointment of New Councilmember to Fill Vacancy Left by the Resignation of Dwight Miller.

## DISCUSSION AGENDA ITEM

Tuesday, July 14, 2020

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**Item:** Discussion/Decision Regarding Appointment to Fill the Remaining Term of Councilmember Dwight Miller.

The City received a letter of resignation from Councilmember Dwight Miller at the June 23 meeting.

Miller was elected to the position in 2018 and will have served 1-year and 6 months of his 4-year term upon resignation. The City must actively seek a replacement for the remainder of his term through December 2022.

The current Councilmember terms are:

<b>Ladwig</b>	Term Expires December 2020
<b>West</b>	Term Expires December 2020

<b>Miller</b>	Term Expires December 2022
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<b>Davies</b>	Term Expires December 2022
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<b>Grover</b>	Term Expires December 2022 – <i>subject to a certification vote in November 2020.</i>
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Basic eligibility requirements for serving on the City Council are:

- Must reside inside the city limits
- Must be a registered voter, inside the City limits.

The City Council is responsible for appointing a new member to fulfill the remaining term, and may set whatever qualifications, criteria, and experience they feel is necessary for the applicants to have.

A vacancy notice was published on June 23 with a deadline of Thursday, July 09, 2020. As of July 09, one letter of interest was received from resident **Richard Clompus**. Mr. Clompus has been a resident of Trinidad since 2014, has been actively participating in recent Council meetings, and meets the basic criteria for serving on the Council.

If an appointment is made tonight, the new member will serve the remainder of Miller's term.

**Action Requested:** Appoint an eligible candidate to the Council or direct staff to continue recruitment.

**Attachments:** Clompus Letter of Interest  
Clompus CV – June 2020

[Print](#) | [Close Window](#)**Subject:** Trinidad City Council vacancy**From:** Richard Clompus <rclompus@mac.com>**Date:** Tue, Jun 23, 2020 8:48 pm**To:** Gabriel Adams <cityclerk@trinidad.ca.gov>**Cc:** Dwight Miller <trinidad.miller@gmail.com>**Attach:** Clompus Richard CV June 2020.pdf

Gabe, as a resident of the city of Trinidad since 2014, I'd like to announce my interest in applying for the vacant position on the city council. I have attached a curriculum vitae for your perusal.

Trinidad is a very special place. My goal as a council member is to listen carefully to our fellow citizens, review available information and support decisions to improve the health and welfare of our town's residents. I am available to meet with members of the council at their convenience while socially distancing. Please feel free to contact me if you have any questions.

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Be well,  
Richard

Richard Clompus, OD  
m 904-501-5309 California

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# Richard Clompus, OD

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## Summary

Optometrist and accomplished executive with global reach. Exceptional communication and listening skills with the ability to lead and motivate people to reach their goals. Special expertise in developing innovative educational programs and digital media by making complex technical concepts simple, meaningful and memorable.

## Professional Experience

### Consultant for Business Development, 2019-Present

- Providing professional services supporting the development of next generation eyewear to improve vision

### Licensed Optometrist in the State of California 2019

- Volunteer doctor providing free eye care services to the Eyes of Hope Program, Eureka, CA
- Certificate of Recognition from California Legislature Assembly, Jim Wood, Assemblymember, 2nd District

### Professional Editor, Optometric Office Journal, First Vision Media Group, 2015-2018

### Vice-President Communications & Consumer Interaction, PogoTec Inc, 2015-2017

- Design consultant for camera that attaches to eyewear and software development
- Responsible for communications program that created 2 billion media impressions, a spot on NBC's Today Show, First Place Award for New Technology at 2017 CES press event and a Golden Stevie Award for public relations excellence

### Vice-President Media & Communications, VisionCareInventing.com, 2014-2016

- Responsible for development of communication strategy, podcasts and producer of Future in Focus technology meetings

### Clinical Consultant, BeautiEyes LLC, 2013-2019

- Development and clinical evaluation of a proprietary contact lens that uses unique geometry to widen lid apertures for patients with droopy eyelids

### Vice-President Professional & Clinical Affairs, PixelOptics Inc, Roanoke, VA, 2011-2013

- Management of professional relations, lectures and clinical studies for Empower®, the world's first electronically focusing eyewear

### Vice-President Professional Affairs, CooperVision Inc, Pleasanton, CA, 2009-2011

- Established global professional relations and global contact lens clinical studies
- Developed global education programs, lectured nationally and internationally

### Director & President, The Vision Care Institute, LLC, Jacksonville, FL, 2006-2009

- Managed a Johnson & Johnson company providing innovative educational programs and financial grants for schools and colleges of optometry
- Awarded the first Global Diversity Award from Johnson & Johnson by helping eye care professionals better communicate with culturally diverse patients

### Vice-President, Professional Affairs, The Spectacle Lens Group, Johnson & Johnson Vision Care Inc, Roanoke, VA, 1999-2006

- Recruited by Johnson & Johnson to be a member of their management board to introduce DEFINITY®, the world's first digitally surfaced dual add progressive spectacle lens
- Responsible for establishing advisory panels, speakers bureau, continuing education programs, with national and international lectures

### Founder and President, Clompus & Reto Vision Associates, PC, West Chester, PA, 1980-1999

- Established innovative primary care optometric practice providing comprehensive eye care, surgical co-management of cataract, retinal disease and refractive surgery, contact lenses, low vision rehabilitation and pediatric care with over 12,000 active patients
- Consulting doctor providing care for geriatric patients, Nemour's Health Clinic, Wilmington, DE
- Clinical Editor, Review of Optometry Journal, Jobson Publishing, Newtown Square, PA



## Education

- Accredited Residency in Family Practice Optometry, University of Alabama School of Optometry/Medical Center, Birmingham, AL 1980
- Doctorate in Optometry, Pennsylvania College of Optometry (PCO)/Salus University, Philadelphia, PA, 1979
- Bachelor of Science in Physiological Optics, Pennsylvania College of Optometry/Salus University, Philadelphia, PA, 1977
- Bachelor of Science in Biology, Wilkes University, Wilkes-Barre, PA, 1975

## Publications

- Optometric Journal articles (46)
- Text book chapters on lacrimal system & disease (3)

## Professional Development

- Wharton Chief Executive Optometrist Program, Wharton Business School, University of Pennsylvania
- Strategic Persuasion Workshop: The Art and Science of Selling Ideas, Wharton Business School, University of Pennsylvania
- Glaucoma Management Course, Ocular Therapeutic Pharmaceutical Course, Salus University

## State Optometric Licenses

- California, Delaware, Virginia - active
- Pennsylvania - inactive

## Professional Memberships

- American Optometric Association, California Optometric Association
- Charter Member of the Contact Lens Section, American Optometric Association
- Fellow of the American Academy of Optometry



## **DISCUSSION AGENDA ITEM 3**

### **SUPPORTING DOCUMENTATION ATTACHED**

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3. Discussion/Decision Regarding Draft Water Shortage Planning Process.

**AGENDA ITEM**  
**July 14, 2020**

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**Item: Water Shortage Contingency Planning Process**

The City Council tasked the Planning Commission with developing a drought contingency plan, but the Council did not include any details on the particular issues or outcomes they want addressed. Staff and the Planning Commission started with reviewing guidance for Water Shortage Contingency Plans (WSCP), which focus on identifying shortage levels or stages and responses to each stage that would normally be part of a larger Urban Water Management Plan. It was determined that this would be a reasonable approach to take.

However, it is difficult to discuss water supply in a vacuum, as many of the things we have talked about recently are interrelated, and some issues and solutions lead to others. One of the first things I did in starting this endeavor was to meet with GHD staff to discuss water shortage planning. A number of things they brought up were infrastructure related, which is outside the scope of a WSCP, but which are important for the Council to be aware of. The Planning Commission wants to focus on the task given to them by the Council, but also wants the Council to be aware of some of these other issues and potential actions that have come up.

One of the things about drought planning that is important to understand is that because Trinidad's water source is a small creek with no reservoir, the City has essentially no long-term storage. The only water that enters the creek during periods of no or low precipitation is water that percolates from near surface groundwater. Therefore, the situation is different from most larger water systems that obtain water from a reservoir or groundwater storage. It means that water conservation early in the dry season, when flows on Luffenholtz Creek are normal, does not preserve water for future use when creek flows get low. There is a tipping point where the City can potentially go from pumping at normal capacity, to a very steep drop-off in pumping capacity once the creek reaches a critically low flow level that impacts the City's intake system.

Essentially, the amount of water the City can supply is a function of how much water it pumps each day. (See the [Water Treatment Plant Production Memo](#) dated May 1, 2019 by GHD for additional information.) Once flows in the creek drop to a certain level, the pump outpaces the rate at which the wet well infiltration gallery refills. Once the wet well drops to a certain level, the pump has to be turned off to allow it to refill again, limiting the amount of water that can be pumped into the treatment system each day. We do not know exactly what flow level starts to impact the wet well infiltration gallery, or what the relationship between flow and the amount of water that can be extracted is once it reaches that level. But it appears the City can go from full capacity to limited capacity pretty quickly.

There are both short-term and long-term steps the City can/should take moving forward. And there are both procedural/regulatory actions and infrastructure improvements that can be made. Many of the infrastructure improvements are long-term goals, because substantial funding may need to be secured, and there may be permitting and other steps that will need to occur prior to construction. Many of the procedural and regulatory actions could be implemented more quickly based on how they are prioritized.

Earlier this year, the City received a draft copy of a Department of Water Resources report on risks to small water suppliers. This report suggests a four phased drought planning approach that outlines an ongoing planning process. The WSCP would be one piece of that larger disaster planning and preparation process (section III). The planning outline helps provide context to the WSCP as well as some of the other things that the Planning Commission have talked about (e.g. infrastructure improvements) and indicates where there may be gaps in the planning process thus far (e.g. steps to recovery). The introduction to the attached planning process document provides additional information.

Related to that, the Planning Commission asked me to break down some of the possible actions that have been discussed into short and long-term steps to help the City prioritize them. To that end, it seemed like more than two categories could be useful, including a list of things that can be done (almost) immediately. Some of the tasks and categories overlap, depending on how they are approached. Many of the infrastructure improvements and feasibility studies for them would likely need to be grant funded. Due to economic conditions and the potential for State budget shortages in the future, grant funding should be applied for to fund priority projects right away. The Draft Water Shortage Planning Process Outline describes each of the following actions in more detail.

Things that can be done right away:

- Continue working on the WSCP (with a focus on drought)
  - Develop stages and responses
- Remind County that the City should be referred and notified for all projects in the Luffenholtz watershed. Inquire whether they have a way to flag projects within Critical Municipal Water Supply Watersheds. Consider developing an MOU for project referrals and notification.
- Evaluate flocculator function at the water plant to reduce water loss.
- Evaluate existing and past water use in Trinidad
  - Look at changes over time
  - Focus on large users
  - Determine “baseline” water rates
  - Survey large water users to determine causes and potential for reductions
- Research applicable grants
- Develop engineered plans for household rainwater catchment that can be “pre-approved” or otherwise incentivized

- Develop basic education materials, including information that can be included with water bills.
- Develop a design and cost estimates for a new summer intake system (while this task will take time to design, permit, fund and construct, the design and search for funding could be started immediately).

#### Short to medium range tasks

- Consider adoption of a water waste prohibition ordinance (amend Chapter 3.18)
- As new or replacement meters would be required anyway, purchase and install meters with radio/telemetry capabilities
- Rate study
  - Consider a progressive rate structure
  - Include capital improvements in the costs to operate and maintain the water plant
- Inventory water rights
  - Review well and diversion records
  - Estimate undocumented uses (e.g. riparian parcels without a well)
  - Contact SWRCB to discuss water rights and ask them to determine if Luffenholtz should be considered fully allocated
  - Work with the County to investigate known or suspected illegal diversions
- Develop incentive program to encourage conservation
  - Rate structure
  - Education program (e.g. let people know if their use falls within a high medium or low range)
  - Identify grant opportunities to purchase water saving equipment such as low-flow appliances and fixtures or rainwater catchment systems.
  - Waive fees or provide a rebate on water bill for installing rainwater catchment (This could potentially be expanded to City's water service area and or Luffenholtz watershed.)
- Develop agreements with HBMWD/MCSD to obtain water in an emergency (permit(s) may be required), and trucking companies/operators for use of water trucks
- Develop education materials for residents in the Luffenholtz watershed on water rights and impacts to the City's water system; encourage reporting of illegal development/diversions
- Approach other stakeholders to discuss potential HBMWD connection and apply for funding for next steps/studies

#### Long-term

- Develop Capital Improvement Program (CIP) or alternative mechanism to periodically replace A/C water pipes (CIP should be part of rate analysis)

- Apply for grant(s) to replace all water meters with radio/telemetry capable meters
- Apply for grant(s) to increase storage
- Apply for grant(s) for next step in HBMWD connection
- Apply for grant(s) to study the feasibility of installing large-scale rainwater catchment ponds in the upper watershed
- Develop better leak detection program and emergency shut-off valves

**Attachments**

- Draft Water Shortage Planning Process

**Recommended Action(s)**

None required. Consider prioritizing and pursuing certain actions to preserve or supplement the City's water supply. Provide additional direction or input to the Planning Commission as desired.

## City of Trinidad Draft Water Shortage Planning Process

### **INTRODUCTION**

The City started this planning process with a goal of developing a Water Shortage (Drought) Contingency Plan (WSCP) to prepare in advance a response for various water shortage conditions. These shortages could be caused by dry years, natural disasters, system interruptions or failure, chronic maintenance deferral, dropping groundwater levels, or regulatory action. In discussing the topic, it was determined the development of a WSCP should be viewed within a larger context that includes demand reduction methods, suggested short and long-term infrastructure improvements, public education, and a plan for dealing with catastrophic supply interruption and subsequent recovery.

The City of Trinidad has based its Water Shortage Planning Process on a framework for Disaster Risk Management provided by the California Department of Water Resources (DWR 2020 (Draft)). This four-pronged approach ranges from prevention of water shortage to recovery and relief in the aftermath of a severe water shortage.

I. (a) *Mitigation, Preparation, and* (b) *Capacity Building*. This pre-disaster learning phase includes risk assessment, risk reduction, improving coping capacity, and improving emergency and water shortage plans.

II. *Forecasting and Monitoring*. This pre-disaster phase includes ongoing forecasting and monitoring, improving science, and accounting for precipitation, water supply, and climate changes.

III. *Drought and Water Shortage Response*. This phase includes communication, calling for assistance, and implementing any emergency response procedures that are defined during a disaster.

IV. *Recovery and Relief*. This post-disaster response phase includes impacts assessment, assistance to homes and suppliers, and funds to boundary organizations to distribute assistance.

### **I.(a) MITIGATION and PREPARATION**

The City of Trinidad will seek to lessen the risk of drought-related water shortages through implementation of a series of mitigation and preparation steps including information collection, public education, water conservation incentives and/or ordinances, and rainwater catchment.

*Water supply studies.* In 2019 the City undertook a number of studies to evaluate the condition and capacity of the existing treatment capacity and water supply. Those studies and assessments are as follows:

- Water Treatment Plant Production Memo, GHD, May 1, 2019
- Water Demand Assessment, SHN, August 2019
- Conceptual Hydrologic Assessment of the Luffenholtz Creek Watershed, GHD, October 2, 2019
- Alternative Raw Water Source Evaluation, GHD, October 2, 2019
- Water Demand and Loss Analysis, GHD, October 2, 2019
- City of Trinidad Drinking Water System Model, GHD, October 29, 2019

*Data Gaps:* The City has identified the following data gaps where additional analysis, assessment or information collection is warranted:

- Luffenholtz Creek water rights inventory and assessment
- Additional analysis of actual water use and patterns
- Low-flow study/analysis of Luffenholtz Creek

*Public Education:* The City should develop and implement a public education program to inform water users on the importance and techniques of conservation. This public awareness campaign would be repeated annually at the beginning of the dry season and at the first stage of a water shortage. Outreach methods may include small blurbs with the water bill, other mailings, and/or brochures kept at City Hall and on the City's website.

*Water Waste Prohibition Ordinance:* The City should consider an ordinance to prohibit wasteful use of water, such as using non-recirculating fountains, washing vehicles without a shut-off nozzle on the hose, or outdoor watering such that water runs offsite.

*Water Catchment Program:* The City of Trinidad should develop a program to encourage rainwater catchment by individual property owners. This should include pre-approved, engineered designs to remove permitting hurdles for installation of water tanks up to 5,000 gallons. It may also include a waiver or reduction of fees or other incentives. The City could seek grant funding to purchase tanks or otherwise defray costs to property owners.

*Rate Study:* Anecdotal information indicates that City of Trinidad water rates are not keeping up with the costs of operating and maintaining the water system. The City should evaluate implementation of a tiered or progressive rate structure that encourages customers to minimize water use through progressively increasing water rates or other measures that discourage excessive water use. Various state agencies encourage this approach, but it is constrained by the requirements of Propositions 218 and 26 governing imposition of fees and taxes.



## **I.(b) CAPACITY BUILDING**

Capacity-building is primarily focused on infrastructure improvements that could potentially provide additional water, or help the City manage conservation. Grant funding may be available for many of these options.

*Develop a new summer intake system at the water plant.* This could consist of a shallow pipe in the infiltration gallery or a screened surface water intake. Turbidity is not a big problem in the summer, so shallow creekbed or surface water can be treated. This would avoid the issue of the deep infiltration gravels getting clogged and slowing the rate of refill of the wet well during low flows. This would be particularly useful during moderately low periods when the flow is low, but still sufficient for the City pump at the maximum capacity with sufficient bypass flows.

*Reduce water losses.* Water loss from Trinidad's system is higher than average, at between 25% and 30%. Most of this loss is likely due to the old asbestos concrete (AC) water pipes. Some may also be due to a lack of performance of the flocculator, which increases the amount of flushing of the filters that is required.

- a) Ensure flocculator is performing as designed. This could reduce water loss due to backflushing as well as pumping down time while the filters are flushed. This could be accomplished relatively quickly.
- b) Develop a Capital Improvement Program or other means for continuously/periodically replace A/C pipes. This could potentially reduce water loss by up to ~10%, but it is expensive and labor intensive, so it is a long-term solution. However, it does need to be done eventually anyway. The City is already doing this as funding and other projects allow, but efforts could be increased.

*Increase storage.* This is something the City has discussed many times in the past and has pursued grant funding for. However, the purpose is more for short-term emergencies such as a power outage temporarily shutting down the water plant, a main line break, or to fight fires. Additional tank storage would provide more flexibility, such as by supplementing a daytime shortfall in pumping, while allowing pumping to continue at night to refill the tanks when demand is low. But it will never be enough to supplement long-term, severe drought situations when creek flow is low for an extended period of time. Rainwater catchment on individual properties, discussed elsewhere, is another method of increasing overall system storage.

*Increase water supply.* As part of future water supply planning efforts, the City evaluated supply alternatives such as use of recycled or reclaimed water, rainwater catchment, desalinization and other sources of supply such as other creeks, springs and connection to HBMWD system. An initial assessment determined that use of recycled/reclaimed water and desalinization are not feasible at this time. Rainwater catchment on

individual parcels would not be enough to provide water over a sustained period of drought. Use of springs on Luffenholtz would not increase the supply. The use of the City's existing water right on Mill Creek would require new infrastructure and Mill Creek is likely even more susceptible to low-flow conditions during droughts. The idea of rainwater catchment through construction of ponds in upper Luffenholtz, which has been proposed, was not evaluated.

The alternative that has received the most attention is the connection to HBMWD. GHD (Winzler & Kelly at the time) evaluated this option nearly 20 years ago as part of a Water Supply Feasibility Study. While connecting to the HBMWD system through a new transmission pipeline was found to be technically feasible, it was simply less expensive and less complex to continue with the existing Luffenholtz water supply at the time. In addition, some residents of the greater Trinidad-Westhaven area have expressed opposition to this alternative due to the potential costs and growth inducing effects.

However, much has changed since the previous feasibility study, and current conditions may warrant having GHD reevaluate connecting Trinidad to the HBMWD system and/or large-scale rainwater catchment in the upper watershed. The HBMWD system is supplied from Ruth Lake and hence this system has a long-term raw water supply that is better equipped to span droughts and is more resilient to the effects of climate change than Luffenholtz Creek. Large-scale rainwater catchment could have similar benefits. Because either of these options will take a long time to implement, the City should take steps now to make this a reality, while also planning for water shortages in the meantime.

## **II. FORECASTING AND MONITORING**

This step in the process includes monitoring climactic conditions in order to forecast droughts and determine when to implement water conservation measures. In other words, when to move into Stage 1 of the WSCP. In terms of the overall planning process, this step also includes assessing the existing and developing additional tools as needed to predict and monitor drought, creek flow conditions and water usage.

*Watershed and Flow Studies.* The Conceptual Hydrologic Assessment of the Luffenholtz Creek Watershed (GHD 2019) was a broad-brush evaluation of low flows on Luffenholtz Creek. It summarized several previous studies that estimated critical low flows in Luffenholtz Creek. However, none are considered reliable for various reasons. The lowest estimated or measured flow was 284 gpm (0.632 cfs) in 1977, which is less than the City's entire water right plus required bypass flows, but still well above the City's current capacity to extract plus required bypass flows.

*Flow monitoring on Luffenholtz Creek.* The City installed a continuous flow meter on Luffenholtz Creek in 2017. One of the primary purposes of the flow meter is to ensure the required bypass flow is met, which includes downstream water rights as well as flows set by the CA Dept. of Fish and Wildlife to protect aquatic life. The City will continue to maintain and monitor the flow meter. Eventually, the flow meter will provide enough data to do more analysis of flow patterns and frequencies on Luffenholtz if desired.

*Collection and analysis of rainfall data.* The City has collected daily rainfall totals at the water plant for many years. Citizens have also collected reliable rainfall data for many years. The City will continue to collect rainfall data. There is likely enough already to evaluate rain patterns related to droughts, but without the flow data, there would be no way to correlate the data yet.

*Drought forecast monitoring.* Unless and until the City has enough data to forecast droughts based on its own rainfall and/or flow data and weather conditions, there are other alternatives that the City can use. The National Integrated Drought Information System maintains the California Drought Early Warning System (<https://www.drought.gov/drought/dews/california>), which in turn is part of the U.S. Drought Monitor program. The system indicates five drought levels – dry, moderate, severe, extreme and exceptional. Currently, most of the Humboldt County coast falls under the moderate drought category (D1) with surrounding areas in a severe drought (D2). The U.S. Drought Monitor data is compiled and analyzed by several agencies, using a variety of data, including precipitation, snowpack, soil moisture levels, temperatures, etc.

*Monitoring and enforcement of water rights on Luffenholtz Creek.* In order to keep more water in the creek, the City should inventor and actively monitor water rights and documented uses in the Luffenholtz Creek watershed and work with the County investigate any potentially illegal diversion. In addition, the City should work with the State Water Resources Control Board to ensure any new water rights include requirements for forbearance and storage and recognize the City's more senior rights. Additional oversight may be triggered by one or more of the water shortage stages (see below).

*Replace water meters with radio read system.* This would entail replacing all the existing water meters with meters with radio/telemetry capability so the City can monitor individual, real time water use. This is important, because if creek flows get to the point that pumping has to be reduced, circumstances can change quickly, and the City can't wait a month to find out if people are conserving water and who is not conserving. Many of the water meters are decades old and need replacing anyway. This could be done all at once with grant funding or could be implemented as meters need replacing.

### **III. DROUGHT AND WATER SHORTAGE RESPONSE**

Water Shortage/Drought Stages: As part of planning for a water shortage, the City has determined stages, or triggers, for water conservation requirements based on the severity of the water shortage (see Table 1). The City Council declares each stage as it occurs, which then triggers implementation of certain conservation measures or actions. These measures are implemented and enforced through adoption of an ordinance. The Water Supply Shortage tiering system is as follows:

*Stage 0* – Normal or above water year. No conservation measures required.

*Stage 1* – based on cumulative rainfall/water year type. This stage would be triggered early in the dry season based on the lack of rainfall over the previous wet season and/or the classification of the California Drought Early Warning System (DEWS), NRCS WETS tables, or other similar measure. This stage indicates the potential for water shortages later in the dry season. Public outreach should occur to let users know about the potential for shortages; conservation is not necessarily required at this point, but may be voluntary.

*Stage 2* – based on a low flow. A second stage would be triggered by a particular low flow rate on Luffenholtz Creek. This stage indicates that water shortages are likely to occur in the near future. Without doing additional studies, City staff could probably determine a reasonable flow rate for this stage based on past experience at the water plant. This stage should include education and some mandatory cutbacks to get people ready for potentially more severe shortages.

*Stage 3* – based on reduced pumping capacity from the wet well. This stage indicates a current water shortage and reduced pumping and treatment capacity at the water plant. Water conservation is required at this point, along with monitoring and enforcement.

*Stage 4* – critical /emergency. This stage would indicate a critical shortage and potential emergency situation. This would likely be based on passing a minimum threshold for pumping capacity at the plant that would be barely or not sufficient to supply enough water for basic drinking, sanitation and fire protection needs. Substantial cutbacks in water use are required; the water supply may need to be supplemented (see Section IV).

*Stage 5* – Catastrophic failure. This could be 100% (or nearly) water loss due to plant failure, pipe breakage, natural disaster, etc. There may be enough storage to provide for a few days of water supply depending on the nature of the emergency.

Table 1. Example Water Supply Shortage Stages and Conditions			
Stage No.	Water Supply Conditions	% Shortage	Demand Reduction Actions
Normal	Normal operating conditions.	0%	Typical water restrictions with water waste ordinances or regulations.
Stage 1	DEWS at D2-D4 (?)	10-15%	Public outreach and education, voluntary reductions.
Stage 2	Luffenholtz Creek flow rate low at XX	15-25%	Mandatory water restrictions...TBD
Stage 3	Low pumping capacity at water plant	25-50%	Mandatory water restrictions ...TBD
Stage 4	Insufficient water for sanitation and fire protection.	50-75%	Water rationing
Stage 5	Emergency water service disruption due to disaster or complete plant failure	100%	Water supply supplementation (?)

Water shortage responses. The City will need to figure out how to manage water conservation and cutbacks for each water shortage stage. Several examples are provided below. Public outreach and education are also part of these measures but were already discussed above as a separate topic.

*Across the board cutbacks.* All users would be required to reduce usage by a certain percentage. This method is simple, but does not prioritize certain uses, and punishes those who already use very little water.

*By types of uses.* This would reduce or prohibit certain uses of water. It could include things like filling hot tubs, outdoor washing (cars, boats, driveways, etc.) watering during certain times of the day, providing water only upon request at restaurants, etc.

*By user types.* Certain users (commercial v. residential) would be required to reduce use at different rates.

*Focus on amount of use.* It may make sense to focus on the largest users, because modest cutbacks by a few large users could save more water than all residences having to reduce their use by a certain percent, for example.

*By baseline use.* It could be beneficial to further evaluate water use patterns over time and to determine baseline water use by land use type. In other words, determine a reasonable water use for a 3-bedroom house, possibly also including lot size (landscaping) in the equation, as an example. Water rates and required cutbacks could then be based on that pre-determined baseline. Those who are already below the baseline would not need to cut back, or would have to reduce less, and those above the baseline would need to reduce more. Water rates could also be based on this baseline and rates for use below the baseline would be less than rates for use above the baseline. The Humboldt County DEH has such estimates of water use for sizing septic systems, but those tend to be significantly higher than actual water use, even including landscaping. So, the baseline should be based on actual use in Trinidad.

*Rate increases.* Many WSCPs and implementing ordinances include rate increases in addition to requiring conservation based on drought stages. That can be justified, because if people are using less water, revenues go down, but many of the operating costs for treating and delivering water stay the same. In addition, more education and enforcement may be needed, further increasing costs to the municipality.

*Enforcement and Penalties.* In addition to determining how water use will need to be reduced, the City will also have to develop enforcement mechanisms and set penalties for noncompliance.

#### **IV. RECOVERY AND RELIEF**

This section addresses the City's responsibilities and capabilities for providing relief. This is outside the scope of what the Council has asked the Planning Commission to do at this point. But viewing it in the context of this planning process may be a good way to indicate the need to consider it.

Topics or steps in this section focus on disaster mitigation and could include the following:

- Prioritize water provisioning to critical agencies, drinking supply and emergency services.
- Deliver emergency water supply to affected residents.
- Address infrastructure or natural resource impacts to return and enhance the resiliency of the water supply in the long-term.
- Provide relief and assist with recovery after the water shortage.

*Continue to monitor drought stage.* Ensure that as the drought / shortage ends, the City lifts the restrictions as soon as possible.

*Emergency water supply.* In the short-term, there really aren't many options other than having water trucked in. But even that option is limited. Trucks that could transport potable water are very limited in number. With some relatively minor changes to the water plant, raw water could be introduced to the treatment system via truck. But most water trucks have a capacity of 3,000 gallons or less, so that can equate to a lot of truck trips. Both the Humboldt Bay Municipal Water District and McKinleyville Community Services District have indicated a willingness to provide water to the City in an emergency, but a permit is likely needed for them to supply water outside of their district. The City should secure agreements and permits prior to an emergency.

*Funding / Economic relief.* Maintain a reserve fund to help with immediate hardships. Leverage the City's resources to obtain emergency relief for the community. A declaration of disaster could open up additional funding opportunities.



## **DISCUSSION AGENDA ITEM 4**

### **SUPPORTING DOCUMENTATION ATTACHED**

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4. Discussion/Decision Regarding the Draft Land Use Element of the General Plan.



## CONSENT AGENDA ITEM REPORT

### July 14, 2020

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#### **Item: Draft Land Use Element of the Trinidad General Plan**

##### **Background**

At their meeting on June 17, 2020, the Planning Commission reviewed and discussed the most recent draft of the Land Use Element of the General Plan update. At that meeting, the Commission recommended it to the City Council. The Land Use Element is one of the required general plan elements, and one of the most important, setting the stage for much of the rest of the general plan. Government Code § 65302(a) describes the requirements for the land use element:

*“A land use element that designates the proposed general distribution and general location and extent of the uses of the land for housing, business, industry, open space, including agriculture, natural resources, recreation, and enjoyment of scenic beauty, education, public buildings and grounds, solid and liquid waste disposal facilities, greenways as defined in Section 816.52 of the Civil Code and other categories of public and private uses of land. The location and designation of the extent of the uses of the land for public and private uses shall consider the identification of land and natural resources pursuant to paragraph (3) of subdivision (d). The land use element shall include a statement of the standards of population density and building intensity recommended for the various districts and other territory covered by the plan. The land use element shall identify and annually review those areas covered by the plan that are subject to flooding identified by flood plain mapping prepared by the Federal Emergency Management Agency (FEMA) or the Department of Water Resources...”*

California’s General Plan Guidelines (available at: <http://opr.ca.gov/planning/general-plan/guidelines.html>) provide additional information if you are interested. In addition, the Introduction Chapter, provided to the Council in September 2019, provides a good overview of Trinidad’s draft general plan and its various elements as well as how it is integrated with Coastal Act requirements. The Introduction can be found starting on page 109 of the September 2019 [Council packet](#). A new copy can be provided upon request. Staff would suggest keeping these general plan elements/chapters as they come in from the Planning Commission for future reference and discussion.

##### **Attachments**

Chapter 2: Land Use Element of the Draft Trinidad General Plan

##### **Recommended Action:**

None required. Accept the Planning Commission recommended draft Land Use Element for future discussion.

## **CHAPTER 2: LAND USE ELEMENT**

### **A. Introduction**

#### **1. Purpose**

#### **2. Background**

### **B. Land Use Within City Limits**

#### **1. Land Use Map and Zoning Designations**

#### **2. Sustainable Development**

#### **3. Climate Change**

#### **4. Priority Uses**

#### **5. Residential Land**

#### **6. Commercial and Mixed-Use Land**

#### **7. Harbor Area**

#### **8. Public Lands**

### **C. Development Outside City Limits**

#### **1. Sphere of Influence**

#### **2. Water Service Area**

#### **3. Planning Area**

### **D. List of Acronyms Used in this Element**

## **A. INTRODUCTION**

### **1. Purpose**

The Land Use Element is the heart of the General Plan because it has the broadest scope of the required elements, and it provides an overview of the long-term development and sustainability goals and policies of the City. The Land Use Element provides the primary basis for City decisions on development applications.

The Land Use Element establishes policies and programs to create the general framework for the future pattern of growth, development, and sustainability in Trinidad, CA. These regulations strive to conserve natural resources and the scenic character of the land, protect wildlife habitat and cultural resources, contribute to the character of the community, and adequately serve the health, safety, and needs of the citizens. Land use decisions must take into consideration the relationship of adjacent land uses to fully integrate proposed land uses with existing natural and physical environments.

### **2. Background**

The City of Trinidad is located in Humboldt County, approximately 25 miles north of Eureka, and 300 miles north of San Francisco. The City was founded in the 1850's as a supply center for the gold rush and, being incorporated in 1870, is one of California's oldest cities; it is also one of the State's westernmost Cities. Trinidad has only about one square mile of land area and a year-round population of 367 residents (2010

census) and approximately 220 residences making it one of California's smallest cities as well. Though small in area, the City of Trinidad provides commercial services to surrounding rural areas, in particular the Westhaven area, which has a population of around 1,200 people. The closest towns to Trinidad are McKinleyville, six miles to the south and Orick, sixteen miles to the north.

The City of Trinidad falls within the ancestral territory of the Yurok People. The Tsurai village site (perched on the ocean bluffs on the south side of the City) dates as far back as 800 A.D. and was occupied until the early 1900's. In 1775, the Spanish "discovered" and named Trinidad. Visitors were mainly limited to fur traders until the Gold Rush. In the 1850's, Trinidad became a supply port for the inland gold rush and at one point may have had 3,000 people living there; the population plummeted when other inland routes to the gold camps were established. After gold, the logging industry sustained settlers and thrived, especially while the railroad operated in Trinidad from 1911-1948. Salmon fishing also became an important industry during this time.

The area's physical setting, regional and national economic and social changes, and individual and governmental agency development have blended to create the community we see today. The original street pattern, laid out by a ship captain in 1850, remains today, though only a few original buildings exist as a result of large fires in 1911 and 1928. Although fishing and lumber remain important to the local economy, Trinidad is now a quaint seaside town that thrives on tourism and recreation, including sportfishing.

## **B. LAND USE WITHIN CITY LIMITS**

### **1. Land Use Map Designations and Zoning**

Figure 2 shows the land use designations for all properties in the City. The goals, policies and programs in this element are to be considered in relation to this map. The Trinidad General Plan has defined development options based on finite space and environmental constraints. The City is mostly built-out unless surrounding areas are annexed into City limits or in the unlikely event that a sewer system is constructed. There are still a number of vacant parcels in town, and development needs to be carefully reviewed and controlled to ensure sustainability and compatibility with the community.

The purpose of the following land use categories are described relative to the development density or intensity, and the types of activities or land uses permitted within the Trinidad City limits. State law requires quantifiable standards of population densities to be provided for each land use designation, with an emphasis on residents. The courts have held that "population density" refers to the actual number of people in a given area rather than number of dwellings per acre.

Overlay zones that include additional requirements beyond these base zones in certain areas may be utilized in the City's Zoning Ordinance to improve implementation of the General Plan.

**Goal LU-1a: To provide a compatible mix of land uses that provide for the needs of residents, businesses and visitors.**

Land Use Designations in Trinidad

*Suburban Residential (SR)*

The Suburban Residential Designation is intended to provide for single-family residential development at low densities suited to the physical capacity of the land and consistent with the density of nearby development. These areas are generally located east of the freeway or along Scenic Drive, where public water systems are available or could be made available upon annexation. There may be soil limitations for foundations and sewage disposal systems in these areas. SR parcels generally have larger lots and maintain a rural feel with large setbacks, low lighting and no curbs or sidewalks. An accessory dwelling on a lot may be appropriate if the development does not impact coastal resources, including having sufficient lot area to meet the sewage disposal requirements for each dwelling.

Maximum Density: One single-family dwelling per 20,000 square feet, with up to one accessory dwelling unit (ADU) if all applicable standards and regulations can be met, or 8 to 10 residents per acre. Maximum lot coverage of 20% allowed.

*Urban Residential (UR)*

The Urban Residential Designation provides areas for moderate residential development and encapsulates the central portion of town that is most densely developed. This area allows the highest density of residential use (not including mixed use), taking into consideration neighborhood characteristics, community design policies, and soil capacity for individual septic systems. Although this is the most densely developed zone, development will not be allowed to impact the small-town character of Trinidad. There is little potential for more subdivision in the UR Zone based on current regulations. A limited number of ADUs may be allowed if carefully reviewed for Onsite Wastewater Treatment System (OWTS) compliance and coastal resource protection.

Maximum Density: One single-family dwelling per 8,000 square feet with up to one ADU if all applicable standards and regulations can be met, or up to 25 residents per acre. Maximum lot coverage of 40% allowed.

*Commercial (C)*

The Commercial Zone provides for the commercial services that meet the convenience and retail needs of residents and visitors. Uses serving the commercial fishing industry are also appropriate. Design of structures avoids the typical franchise or highway commercial design and incorporates design elements sensitive to the small-town atmosphere of the City. Similarly, signage is minimal and consistent with community

character. Off-premise signs are limited to non-advertising directional signs and public informational signs. High wastewater producing uses are limited based on septic system capability.

Maximum Density: Only caretaker dwelling units allowed with a maximum of 16 residents per acre. Maximum lot coverage of 65% allowed.

#### *Visitor Services (VS)*

The Visitor Services Zone is intended to provide areas for camping, recreational vehicle parks, motels, restaurants, lounges, and similar visitor services and accommodations. Such visitor services and accommodations have direct access to a primary collector street. Design of structures avoids the typical franchise or highway commercial design and incorporates design elements sensitive to the small-town atmosphere of the City. Development is compatible with nearby residential areas and is located near convenience shopping facilities and / or recreational destinations. Limitations that might apply to uses of a site include sewage disposal and off-street parking.

Maximum Density: One caretaker dwelling per existing parcel with a maximum of 8 residents per acre. Maximum lot coverage of 65% allowed.

#### *Mixed Use (MU)*

The Mixed Use designation is applied to either primarily residential areas along main streets where limited commercial activity may be appropriate, subject to special integrating design, or they are areas where design flexibility is needed to adapt an appropriate mix of commercial and/or residential uses to the site and to surrounding uses. This designation replaces the previous 'Planned Development' designation. The intent of the designation is that limited commercial uses, including visitor accommodations and services, recreational uses, offices, gift shops, food establishments, and personal services may be appropriate when such uses are designed to minimize conflicts with adjacent residentially designated properties. Uses allowed in the Public and Community (PC) designation are also appropriate if they are consistent with the intent of the MU designation. Design of structures avoids the typical franchise or highway commercial design and incorporates design elements sensitive to the small-town atmosphere of the City. Residential uses can be individual structures, clustered multifamily building(s) with up to four dwelling units each, or mixed with commercial uses. Limitations that might apply to uses of a site include sewage disposal, riparian setbacks, off-street parking, lighting, noise, and mixed use densities. The MU designation is not intended for campgrounds or R.V. parks.

Maximum Density: Two residential dwelling units, including ADUs, per 8,000 square feet of lot area whether combined with a business or not, or up to 25 people per acre. Commercial and visitor accommodations are allowed to the extent that they can be adequately served by an OWTS. Maximum lot coverage of 65% allowed.

*Harbor (H)*

The Harbor designation is intended to provide an area in which a mixture of limited commercial, industrial and recreational uses can occur in the existing Trinidad Harbor Area. This is a new designation, not part of the previous General Plan. The intent is to provide for the continuation of a mix of activities which support the Harbor's function as a commercial and recreational fishing port and to protect and reserve parcels on, or adjacent to, the sea for coastal-dependent and coastal-related uses. Incidental and appurtenant commercial activities are intended to be subordinate to the coastal-dependent uses. The Trinidad Rancheria owns most of the Harbor Area parcels and has applied to the Dept. of the Interior to transfer the majority of the Rancheria-owned property into Federal Trust status on behalf of the Tribe. Once the Fee-to-Trust transfer is complete, jurisdiction of those areas will transfer to the Trinidad Rancheria.

Maximum density: No new residential dwelling units allowed other than a caretaker unit with a maximum of four residents per acre.

*Open Space (OS)*

Open Space lands include, but are not limited to, public agency open space lands, including Trinidad State Park the Tsurai Management Area, Trinidad Head beaches, and Environmentally Sensitive Habitat Areas (ESHAs), though not all ESHAs are necessarily included within the OS designation. The purpose of the OS designation is to preserve the natural and scenic character of these lands, including protecting wildlife habitat and cultural resources. Limited recreation and land management activities are appropriate uses; commercial timber harvesting is not an appropriate use. Limited development of appropriate technology and cultural and interpretive elements may be allowed as long as they are not detrimental to sensitive coastal resources.

Maximum Density: No residential dwelling units allowed.

*Special Environment (SE)*

The Special Environment (SE) designation is applied to portions of otherwise developable properties to limit development due to hazards or sensitive resources such as steep slopes and riparian areas. Public and private open space, wildlife habitat, and low intensity recreational uses, including public access to and along the shoreline, are the intended uses. The SE designation restricts alteration of land and vegetation, allowing limited development, based on an appropriate study or report, only if reasonable use of the property would otherwise be prohibited. On parcels where only a portion is designated SE, development shall only occur outside of the SE area if feasible. The SE area shall not be subdivided or utilized in calculating required minimum parcel area or density. It is intended that development not be visible from public viewpoints more than necessary and that it have a natural appearance. Public Access dedications along beaches and trails will be required as appropriate, and open space easements may also be required to protect sensitive resources as conditions of development approvals.

Maximum Density: One residential dwelling unit per lot (only after resolution of all constraints following site-specific analysis) with up to four residents per acre. A

#### *Public and Community (PC)*

The Public and Community (PC) land use designation includes publicly owned lands exclusive of those maintained primarily as open space and lands owned by religious or other non-profit organizations; these properties are used for education, religious worship, community meetings, and related activities. This designation replaces the previous 'Public and Religious' designation. Public agency ownerships include, but are not limited to schools, public parking areas, utility and public service substations, fire stations, public buildings, parks and recreation facilities, and cemeteries. Public or private community facilities shall be compatible with nearby uses and should be located adjacent to streets that offer convenient access.

Maximum Density: No new residential dwelling units allowed other than one caretaker unit per lot. Maximum lot coverage of 10% allowed.

### **Goal LU-1b: Promote development and conservation of land in Trinidad according to the pattern shown on the Land Use Designations Map.**

#### Land Use Map Policies

*LU-1b.1* The City shall implement the Land Use Map by approving development and conservation projects consistent with the land use designations and ensure consistency between the General Plan/Land Use Plan (LUP) and the Zoning Ordinance/Implementation Plan.

*LU-1b.2* The City shall not allow legally established existing land uses to increase their existing degree of nonconformity.

*LU-1b.3* In deciding on any permit application to alter a nonconforming use, the City shall exercise discretion in determining whether a nonconforming use is compatible with a given area, including, but not limited to, the concerns of the nearby property owners to the nonconforming use.

## **2. Sustainable Development**

Sustainable development is a strategy by which communities seek to balance environmental protection, economic development, and social objectives and to meet the needs of today without compromising the quality of life for future generations. Sustainable development and smart growth are often used interchangeably. Smart growth is development that is environmentally sensitive, economically viable, community-oriented, and sustainable. However, smart growth is focused on densely developed, transit-oriented and mixed-use communities. Because of Trinidad's rural nature and reliance on septic systems, this type of smart growth is not an option for Trinidad. Instead, Trinidad will focus on things such as living within its means by

ensuring adequate services exist for new development, reducing its carbon footprint, embracing more efficient alternative technologies, encouraging green building techniques and low impact development (LID), and protecting ESHAs and other natural areas.

**Goal LU-2: Preserve and maintain the natural and community environments by promoting sustainability in development patterns.**

**Sustainable Development Policies**

**LU-2.1** Except as otherwise provided in this General Plan/LUP, new residential, commercial, or industrial development shall be located within, contiguous with, or in close proximity to, existing developed areas able to accommodate it or, where such areas are not able to accommodate it, in other areas with adequate public services and where it will not have significant adverse effects, either individually or cumulatively, on coastal resources.

**LU-2.2** In order to ensure adequate services and infrastructure for development, the City shall only approve new development if it has been demonstrated that the development will be served with adequate water and wastewater treatment. Lack of adequate services to serve the proposed development are grounds for denial of the development.



**LU-2.3** In order to minimize impacts on air quality and greenhouse gasses, the City shall ensure new development: (1) is consistent with State reduction targets; (2) is consistent with any requirements imposed by an air pollution control district or the State Air Resources Board as to each particular development; and (3) minimizes energy consumption and vehicle miles traveled to the extent feasible.

**LU-2.4** The City shall ensure that all new parcels (1) have adequate area to provide for anticipated uses or structures; (2) provide adequate setbacks from nearby septic tanks, wells, nearby slopes and streams; and (3) demonstrate sufficient area for adequate sewage disposal requirements prior to any new development.

**LU-2.5** Land divisions, other than leases for agricultural uses, outside existing developed areas shall be permitted only where 50 percent of the usable parcels in the area have been developed and the created parcels would be no smaller than the average size of surrounding parcels.

**LU-2.6** The City shall incorporate fundamentals of LID technologies into the requirements of the City ordinances and/or conditions of approval for new development.

**LU-2.7** The City shall require accurate and current septic information as part of any development application, including subdivisions. OWTS upgrades may be required based on the proposed development. Uses with large quantities or high strength discharges are subject to more stringent reviews and requirements.



**LU-2.8** The City shall review expected water use as part of any development application, including subdivisions. Measures to conserve water should be required depending on the proposed development.

**LU-2.8** New or expanded public works facilities shall be designed and limited to accommodate needs generated by development or uses permitted consistent with the provisions of this General Plan/LUP. Where existing or planned public works facilities can accommodate only a limited amount of new development, services to coastal-dependent land use, essential public services and basic industries vital to the economic health of the region, state, or nation, public recreation, commercial recreation, and visitor-serving land uses shall not be precluded by other development.

#### Other Initiatives for Sustainable Development

- Provide education and / or incentives to property owners to incorporate LID alternatives into new and existing development where it will not negatively impact any OWTS. (CONS-1c.1, CD-##)
- Continue to investigate and adopt appropriate policies encouraging green building technologies and uses that reduce negative impacts on the environment from both existing and new development (CD-##).
- Encourage principles of 'smart' growth and mixed-use development concepts where feasible, both inside and around the City, to improve circulation and reduce the need for auto use.
- Encourage sustainability and alternative technologies. This includes, but is not limited to, community agriculture, solar, wind and micro-hydro power, rainwater collection and LID.

### **3. Climate Change**

According to most sources, the earth's average temperature has risen by at least degrees Fahrenheit over the past century and is projected to continue to rise over the next hundred years, the rate of rise depending on the model and assumptions. Even relatively small increases in global temperature can translate to large and potentially dangerous changes in climate and weather (climate change). The specific changes are difficult to predict, but there is an emerging consensus that the northern California coast will continue to receive similar amounts of rainfall, but it is likely to come in fewer, more intense storms, which may reduce rates of groundwater recharge. In addition, summers are likely be warmer with less fog resulting in higher water demands. Sea level rise (SLR) in the Trinidad area is expected to be less than in the Humboldt Bay area but may still range anywhere from 0.6 ft. to 10 ft. by 2100 in the most extreme scenario. Each of these changes can have profound ramifications to natural and social systems.

The Coastal Commission has identified several areas of concern for climate change specific to the Coastal Zone including: storms and flooding; coastal erosion and loss of sandy beaches; coastal habitats; marine ecosystems; land use planning decisions; and shoreline access. The City of Trinidad prepared a Climate Change Vulnerability Report and Adaptation Response (GHD 2016), which was updated in 2020. The issue of climate change encompasses much more than just coastal hazards; one of the biggest concerns for Trinidad will be changes in water supply and use. In addition, wildfire may become more of an issue. Most of the policies related to the effects of climate change are found in the Safety and the Conservation Elements.

Policies relating to climate change aren't limited to those addressing the repercussions, but also those addressing the causes, including energy use, transportation and waste generation. Local governments can play a critical role in reducing greenhouse gas (GHG) emissions through regulating activities that contribute to GHG emissions and air pollutants, including industrial permitting, land use and transportation planning, zoning and urban growth decisions, implementation of building codes and other standards, and control of municipal operations. The State of California has enacted several bills and executive orders regulating and setting targets for GHG emission reductions. Therefore, policies addressing the causes of climate change are primarily concentrated in the Circulation Element. However, policies relating to both causes and effects of climate change can be found throughout this general plan, including the following section. The policies in this section are general and overarching, providing guidance and context for the policies found elsewhere; therefore, they are not generally intended to be used in reviewing development applications.

**Goal LU-3: Assess, plan for, adapt to, and minimize, to the extent possible, the impacts from climate change through appropriate land use controls to maintain the health and resiliency of the community, residents, businesses and coastal resources. .**

#### Climate Change Planning Policies

**LU-3.1** The City shall utilize the best available science when developing policies and regulations, and when reviewing development applications.

**Program LU-3.1.1** Ensure that the SLR and other projections that are used are commensurate with the type of development (e.g. extreme scenarios used for critical infrastructure) and its projected longevity.

**LU-3.2** New development shall protect and restore degraded ecosystems to enhance the natural adaptive capacity of biological communities.

**LU-3.3** The City shall ensure that new development adequately evaluates applicable hazards and provides adequate setbacks or other measures to avoid or mitigate those hazards for the life of the project.



**LU-3.4** Continue to reevaluate and update land use patterns and zoning requirements to minimize energy use and risks from climate change effects, including sea level rise, global warming, precipitation patterns, and wildfire risks.

**Program LU-3.4.1** In appropriate locations, adopt zoning regulations to enable mixed use, multi-modal transportation, compact development that includes a range of housing types and affordability levels.

**Program LU-3.4.2** Continue to evaluate and revise, as needed, community design and development standards that encourage green building and adapt to new technology.



**LU-3.5** Revise emergency management plans, programs and activities as needed to account for changing hazard profiles and their consequences and integrate findings of climate vulnerability into all phases of emergency planning.

#### Other Climate Change Initiatives

- Support and participate in regional collaborative climate change and SLR planning efforts.
- Educate community members about the risks of climate change and actions that individuals can take to reduce their greenhouse gas contributions.
- Foster efforts to better understand impacts of sea level rise. Support research on impacts to recreation and public beach access and bluff stability in particular.
- Continue to coordinate with Humboldt County and participate in their Regional Climate Action Plan.

#### **4. Priority Uses**

The Coastal Act prioritizes certain land uses over others. In enacting the Coastal Act, the State Legislature defined the basic goals of the state for the Coastal Zone in § 30001.5 of the Coastal Act. This section is intended to carry out those goals and prioritized uses enumerated in the Coastal Act.

##### **Goal LU-4:**

- (a) Protect, maintain, and, where feasible, enhance and restore the overall quality of the coastal zone environment and its natural and artificial resources.**
- (b) Assure orderly, balanced utilization and conservation of coastal zone resources taking into account the social and economic needs of the people of the state.**
- (c) Maximize public access to and along the coast and maximize public recreational opportunities in the coastal zone consistent with sound resources**

**conservation principles and constitutionally protected rights of private property owners.**

- (d) Assure priority for coastal-dependent and coastal-related development over other development on the coast.**
- (e) Encourage state and local initiatives and cooperation in preparing procedures to implement coordinated planning and development for mutually beneficial uses, including educational uses, in the coastal zone.**

**LU-4.1** Lower cost visitor and recreational facilities shall be protected, encouraged, and, where feasible, provided. Developments providing public recreational opportunities are preferred.

**LU-4.2** Coastal areas suited for water-oriented recreational activities that cannot readily be provided at inland water areas shall be protected for such uses.

**LU-4.3** Oceanfront land suitable for recreational use shall be protected for recreational use and development unless present and foreseeable future demand for public or commercial recreational activities that could be accommodated on the property is already adequately provided for in the area.

**LU-4.4** The use of private lands suitable for visitor-serving commercial recreational facilities designed to enhance public opportunities for coastal recreation shall have priority over private residential, general industrial, or general commercial development, but not over agriculture or coastal-dependent industry.

**LU-4.5** Oceanfront land that is suitable for coastal dependent aquaculture shall be protected for that use, and proposals for aquaculture facilities located on those sites shall be given priority, except over other coastal dependent developments or uses.

**LU-4.6** Upland areas necessary to support coastal recreational uses shall be reserved for such uses, where feasible.

**LU-4.7** Increased recreational boating use of coastal waters shall be encouraged by developing dry storage areas, increasing public launching opportunities, providing additional berthing space in the existing mooring field as feasible, limiting non-water-dependent land uses that congest access corridors and preclude boating support facilities, preserving Trinidad Harbor as a harbor of refuge, and by providing for new boating facilities in natural harbors, new protected water areas, and in areas dredged from dry land.

**LU-4.8** Facilities serving the commercial fishing and recreational boating industries shall be protected and, where feasible, upgraded. Existing commercial fishing and recreational boating harbor space shall not be reduced unless the demand for those facilities no longer exists or adequate substitute space has been provided. Proposed recreational boating facilities shall, where feasible, be designed and located in such a fashion as not to interfere with the needs of the commercial fishing industry.

**LU-4.9** The economic, commercial, and recreational importance of fishing activities shall be recognized and protected.

**LU-4.10** Coastal-dependent developments shall have priority over other developments on or near the shoreline. Except as provided elsewhere in this division, coastal-dependent developments shall not be sited in a wetland. When appropriate, coastal-related developments should be accommodated within reasonable proximity to the coastal-dependent uses they support.

## **5. Residential Land (Urban Residential, Suburban Residential)**

The residential areas of Trinidad have mostly been built-out, particularly in the UR Zone. Homes are typically located on local and collector streets rather than on the busier arterial streets (see Circulation Element). Trinidad's residential development is diverse, as further described in the Community Design Element. Residents have expressed a desire to maintain Trinidad's small-town character, continue to protect public and private coastal views, and to embrace green and appropriate technology in both new and existing residences.

Home businesses (Home Occupations) have occurred throughout the City in recent years, especially as a result of personal computers and internet services. The primary review criteria mandate that they do not impact adjacent residential uses. Short Term Rentals (STRs), or vacation rentals, have also become more numerous in the community, prompting concerns over their impacts on the community. While short-term vacation rentals provide important visitor-serving accommodations and economic benefits to the City, an increase in the number and density of short-term vacation rentals have adversely affected the small-town atmosphere of the City and the character of residential neighborhoods.

**Goal LU-5: Provide adequate land to accommodate the housing needs of all income groups while maintaining the character of existing residential areas and keeping the small town feel and coastal views that residents and visitors enjoy.**

### Residential Land Policies

**LU-5.1** New development shall protect and/or enhance the character of residential neighborhoods.

**LU-5.2** ADUs shall only be allowed when consistent with State ADU laws, Coastal Act requirements, environmental constraints, service limitations and community character.

**LU-5.3** Home Occupations are allowed in Residential or Mixed Use areas to the extent that they do not impact the residential character of the neighborhood. Some of

the issues that need to be considered when decided whether to allow a Home Occupation include:

- Determining the suitable density of residential and commercial uses;
- Providing sufficient sewage-disposal systems and adequate water services;
- Minimizing nuisance impacts such as noise;
- Limiting traffic and providing off-street parking / loading.

## **6. Commercial Land (Commercial, Visitor Services, Mixed Use)**

Many of the commercial establishments in the City are dispersed near the freeway interchange and along Main, Trinity and Edwards Streets, as well as in the Harbor Area. The current businesses in town include restaurants, a gas station, various small retail and service shops and a grocery store. These businesses attract residents and visitors year-round to the City. The sales tax and bed tax revenue generated by businesses in the City is an important component of City revenues.

The Harbor Area includes Trinidad Pier, the boat launch, a bait shop, restaurant and a vacation rental. Based on the Coastal Act, the Harbor Area has been designated as a “Harbor” land use designation and zone rather than general commercial to better protect coastal-dependent and coastal-related land uses. The summer months brings an influx of tourists to the City to enjoy the many coastal amenities found in Trinidad.

There are no vacant parcels designated as Visitor Services. During the adoption of the existing General Plan, it was determined that these parcels, in conjunction with others outside City limits, were sufficient to accommodate future visitor needs. However, many of the RV spaces in the City are now used for long-term tenancy. Trinidad Bay Trailer Courts is now designated by the California Department of Housing and Community Development as having only mobile home spaces, even though they are used by RVs.

There are four large, vacant, MU designated parcels in town. These parcels include the vacant lot behind Murphy’s Market, the two parcels that make up the horse pasture, and one to the southeast of Hidden Creek RV Park on the eastern edge of town. These parcels represent the primary development potential remaining in Trinidad.

Additional commercial and visitor-serving areas can be found just outside the City, mostly to the north along Patrick’s Point Drive, including several campgrounds and RV parks as well as Trinidad State Beach and Patrick’s Point State Park. The Trinidad Rancheria operates a casino and restaurant located south of the City on Scenic Drive.

The City encourages tourism and supports the efforts of local businesses to ensure City revenues do not decline and that essential services for residents are provided. Most property owners within the planning area want to maintain the small-town feeling of Trinidad and support only a small increase of businesses that cater to local needs and a small to moderate increase in specialty shops catering to visitors. The City, whenever necessary, attempts to minimize adverse impacts to the small-town atmosphere caused by visitors. This is accomplished, in part, through land use regulations.

**Goal LU-6: Promote the economic vitality of the commercial district while maintaining the historic, civic, cultural, and commercial core of the community without marring resources, views, or rural characteristics of the area**

Commercial Land Policies

**LU-6.1** As part of any review of an application for new development, the City shall carefully analyze proposed uses with high water use or wastewater flows as to adequacy to provide for year-round needs without impacting, the City's water system or groundwater quality and quantity.

**LU-6.2** Commercial uses in and adjacent to residential areas shall not adversely affect the primarily residential character of the area

*Program LU-6.2.1* The City shall ensure that commercial accommodations have convenient access to a primary collector street and provide adequate buffers from, or other measures to mitigate their impacts on adjacent residential areas.

**LU-6.3** The City shall ensure that commercial development does not negatively impact town character or coastal resources. Big box and franchise development are likely not compatible unless they are situation and/or designed in such a way that impacts are minimized.

Other Initiatives for Commercial Land

- *Compatibility with surrounding land uses:* The City's Commercial and Mixed-Use designated areas provide for a mix of local as well as tourist-related, goods and services in a manner that is compatible with surrounding land uses.
- *Enhance town character:* Convenience shopping facilities are located near the freeway interchange. Gift shops, smokehouses, tackle shops, restaurants and other visitor related businesses can be located along primary collector streets provided they are compatible with nearby residences. The compatible blending of these types of businesses with the community enhances the seaside character of the town.

## **7. Harbor Area**

The Trinidad Harbor Area has had a varied and colorful history in the past, supporting first a Native American population, then furring, gold mining supply, logging, whaling and fishing. It also serves as the last safe harbor north of Humboldt Bay (20 mi. south) until Crescent City (50 mi. north). In 1946 the Hallmark family purchased the lands around the Harbor Area and constructed a fishing pier. The commercial and fishing industry continued to increase for the next 40 years with a peak of up to 150 commercial salmon fishermen and at least 300 sport fishermen during the salmon season. In 2000, the Trinidad Rancheria purchased the property and has since made several significant

improvements to the facilities. The decline of commercial salmon fishing in recent years is due to dwindling fish stocks, increased operating costs, added government restrictions and listing of several salmon species on the state and/or federal Endangered Species List. Primary activities now are the winter Dungeness crab commercial season and summer sport fishing.

The harbor properties consist of approximately 10 acres in nine individual parcels with ocean frontage both on the Pacific Ocean and Trinidad Bay. Most of the parcels are owned by the Trinidad Rancheria, but there is also a City-owned parcel that provides access to Trinidad Head. The site is improved with: a boat sling launcher, tackle/bait and gift shop, a pier, seasonal floating dock, skiff rental, water taxi service to transport boat owners to boat moorings, a vacation rental, and a restaurant. The land under the pier and mooring field was granted to the City of Trinidad from the State Lands Commission to hold in trust for the people of the State. The City leases these tidelands to the Trinidad Rancheria for the pier and mooring field.

The Rancheria has applied to transfer the majority of their harbor ownership into Tribal Trust, thus removing it from the City's jurisdiction upon completion of the Fee-to-Trust transfer. This has raised concerns regarding continued public access. The pier is located on public tide (trust) land, so cannot be placed in Trust. The Galindo Street right-of-way provides public access to Launcher Beach, and a City-owned parcel provides access from Edwards to Trinidad Head. As part of the Coastal Commission's Federal Consistency determination, the BIA included maintenance of open space and public access as part of the project description and agreed to assure that the Rancheria adopt a Tribal Ordinance that commits to coordinating any future, currently unanticipated, development proposals or changes in public access with Coastal Commission staff.

The primary use for the Harbor Area is to provide a working harbor for commercial and sport fishing. Recreational boating and public coastal access are also priority uses. Care needs to be taken to ensure that permitted uses do not conflict with each other and do not detract from the primary and historic use of the area as a fishing port. Some of the current recreational uses include sea kayaking, sailing, pleasure boating, and whale watching. Public access to the coast is available throughout the Harbor Area, providing continued public access and parking to adjacent beaches, trails, the pier, and Trinidad Head, as well as boat launching to Trinidad Bay.

The Harbor Area experiences significant congestion at times. The congestion is most severe on summer weekends when ocean conditions are favorable for boating, but can occur throughout the year when the weather is nice or special events occur. This indicates that there is not a lot of potential for additional development in the Harbor Area without further impacting parking. The number of people visiting Trinidad Harbor puts a strain on other services that are provided there, including maintenance of the public restrooms and refuse management. The parking, restrooms and public access to the shore and trails are all provided free to users.



Trinidad Bay is a State designated Area of Special Biological Significance (ASBS) and State Water Quality Protection Area (SWQPA). As such, it is subject to special discharge prohibitions and high water quality standards. People in Trinidad are generally strongly opposed to any kind of offshore energy development as well as onshore support facilities. Opinions regarding aquaculture development are more mixed.

Being the only low-lying area in the City, the Harbor Area is the most at risk from tsunamis and sea-level rise. A tsunami siren has been installed in the Harbor Area as well as signage indicating the tsunami hazard zone. The City and other agencies and organizations provide public educational materials for residents and visitors on what to do if an earthquake or tsunami occurs. Because of uplift occurring in the Trinidad area, sea level rise is not expected to inundate large areas, with a maximum projection of less than 3 ft. by 2100. Sea level rise is more of a threat to bluff stability through increased wave action and toe erosion. Both sea level rise and tsunamis are further discussed in the Public Safety Element.

**Goal LU-7: Encourage a mixture of commercial fishing, recreational boating and fishing, mixed coastal dependent / compatible commercial and visitor-serving uses consistent with coastal access policies while protecting the Trinidad Head ASBS.**

Principal for Management of the Harbor Area: It is the intent of both the City and Trinidad Rancheria to coordinate and cooperate as to uses, development and management of the Harbor Area before and after completion of the Fee-to-Trust.

#### Harbor Area Policies

**LU-7.1** Coastal-dependent and coastal related uses shall be given priority in the Harbor Area.

*Program LU-7.1.1* Limit non-coastal-dependent / non-coastal-related uses, including visitor-serving uses, to a total of twenty-five percent (25%) of the developed land in the Harbor Area.

**LU-7.2** As part of the review for any application for new development in the Harbor Area, the City shall require that it is accommodated with adequate sewage disposal, water, parking, access and other public services.

*Program LU-7.2.1* The property owner is encouraged to create a long-range plan for the orderly development of the Harbor Area into the future.

*Program LU-7.2.2* The property owner, with coordination of the City, should enter into a water service agreement for the provision of additional services necessary for future coastal-dependent and coastal-related uses as allowed by the

general plan designation prior to approval of any intensification or addition to existing uses.

**LU-7.3** As part of an application for any new development, the City shall require the property owner to identify suitable leach field reserve areas for septic systems for existing and future uses or show proof that the existing system is adequate and shall protect existing and reserve leachfield areas from adverse activities and development.

**LU-7.4** Prior to approval of an application for any intensification or addition to existing uses, the City shall require the property owner to identify and offer to dedicate areas reserved for public access to the pier, Launcher Beach, Trinidad Beach, Trinidad Head and public trails as necessary and appropriate to protect public access.

**LU-7.5** As part of an application for any intensification or addition to existing uses, the City shall require the property owner to identify suitable public parking for public access to all of these areas.

**Program LU-7.5.1** Provide a minimum thirty-five public parking spaces overall, in addition to that necessary for on-site uses.

**Program LU-7.5.2** Encourage the property owner to develop a parking plan to accommodate all the uses in the Harbor Area with an emphasis on coastal access.

**Program LU-7.5.3** Coordinate with the property owner on the development of a parking plan that includes the City-owned parcel and to provide offsite parking within walking distance and/or shuttle service (**CIRC-2.4**).

**LU-7.6** Subdivisions of land within the Harbor Area shall not be allowed, except for lease purposes or public access dedications. Approval of new development in the Harbor Area shall require merger of existing lot lines.

**LU-7.7** Dredging or filling of coastal waters shall be consistent with provisions of Coastal Act § 30233 limiting development to, among other requirements, new or expanded commercial fishing facilities, maintenance of previously dredged depths in the harbor, and public recreational piers.



**LU-7.8** Ensure new development within the Harbor Area are evaluated for potential impacts to the Trinidad Head ASBS and that any impacts are mitigated to the maximum extent feasible.

**LU-7.9** Onshore support facilities for off-shore energy development are not consistent with commercial and sport fishing, tourism, community residential uses or the environmentally sensitive habitats of Trinidad, and as such, are not allowed. The City also opposes offshore energy development that could interfere with commercial or sport fishing or pose a risk to coastal resources.

**LU-7.10** As part the review for an application for new development, the City shall ensure that any aquaculture facilities proposed within the Harbor Area do not interfere with existing recreational boating facilities and existing coastal-dependent industry, including fishing or with the public's right of access to the sea and that any aquaculture development protects the water quality and ecological integrity of the Trinidad Head ASBS.

**Program LU-7.10.1** Most types of aquaculture would not be appropriate in Trinidad due to the discharge prohibition into the ASBS and for the potential to negatively impact fishing and recreation in Trinidad's small harbor. Should aquaculture be proposed, the City will work closely with other regulatory agencies, including the State Water Resources Control Board and Coastal Commission to review any permits.

#### Other Harbor Area Initiatives

- Commercial fishing has particular requirements, and other uses should not significantly interfere with necessary facilities and operations.
- The sling boat launch is recognized as an important aspect of the Harbor Area. Launching facilities should be kept in working order in conjunction with other allowable uses in the Harbor designation.
- The property owner is encouraged to provide an improved, safer, method for refueling boats than the current hand carrying method. The fueling system shall include an emergency response plan in case of a fuel spill.
- The property owner is encouraged to construct a non-discharging fish-cleaning station.

### **8. State and Federally Owned Lands**

For Trinidad's small size, it has a high proportion of State and other publicly owned lands. State lands within City Limits include Trinidad Beach State Park, Trinidad School and playing field, the Humboldt State University (HSU) Telonicher Marine Laboratory and the underwater portion of Trinidad Harbor; CalTrans owns and manages Hwy 101 and the interchange right-of-way. Some of these State properties are subject to the City's Local Coastal Program (LCP) and approval of Coastal Development Permits (CDPs) by the City (including the State Park, Elementary School and CalTrans rights-of-way, but not the HSU Marine Lab). Federal lands include the National Oceanographic and Atmospheric Administration weather and air monitoring station on Trinidad Head and the California Coastal National Monument, managed by the Bureau of Land Management, which includes the offshore rocks and a 13-acre parcel on the southern end of Trinidad Head that was previously owned by the Coast Guard. In addition, the Trinidad Rancheria, which is held in Trust by the Bureau of Indian Affairs, is located adjacent to the City on the southeast.

State and Federal agencies may acquire, develop, manage, or dispose of land and make land use decisions. Such activities can have a major effect on local development. Local jurisdictions such as Humboldt County, Trinidad Rancheria, and the Trinidad Union School District also manage land and make land use decisions affecting the City. Figure 3 shows where existing governmental facilities and land holdings are located. It is in the City's best interest to work cooperatively with those agencies that manage land in and around the City to further community goals. The City will seek to acquire any land within City Limits that may be disposed of by an agency if such acquisition will benefit the City.

The property owners in the City have opposed acquisition of residential areas for expansion of HSU's Telonicher Marine Laboratory at the west end of Edwards Street. State properties are exempt from paying property taxes so additional property acquisition by State agencies would also mean a gradual erosion of the City tax base, and it would affect the residential character of the town. Further, Section 30519(b) of the Coastal Act reserves CDP authority over State University lands in the Coastal Zone to the Coastal Commission rather than the local LCP. The Marine Laboratory is an important asset to the community for teaching, research and exhibits and is a partner with the City to achieve marine resource goals, but should not be allowed to reduce the importance of, or adversely affect, the fishing industry or the residential community.

**Goal LU-8: Ensure that State owned lands are managed such that they are compatible with, and do not detract from Trinidad's coastal village character.**

#### State and Federally Owned Lands Policies

**LU-8.1** Development on lands of Trinidad State Beach and Trinidad School playing field, and any other State properties within City Limits, except the Telonicher Marine Lab, are subject to coastal development permit / design review approval from the City as required by the CA Coastal Act and the City's certified LCP. In lieu of individual development proposals, the City may approve an appropriate Management Plan addressing specific future development activity on those lands.

**Program LU-8.1.1** Work with federal agencies, including Federal and State recognized Tribes, owning and managing property within the City to ensure appropriate consultation and coordination with the City.

### **C. PLANNING OUTSIDE OF CITY LIMITS**

Land use decisions outside City limits affect the City in a variety of ways. Traffic and pollution are good examples of impacts that cross jurisdictional boundaries. There are three different areas outside the City that have been designated based on their relationship to City Planning, each of which is shown on Figure 4. The first and the smallest of these designations is the Sphere of Influence, which defines the probable

physical boundary and service area of the City. The next largest designation is the City's Water Service Area, which is defined as the area that the City currently does and may potentially provide water service to in the future. The third, and largest, area is the Planning Area. The Planning Area encompasses those areas that bear a relationship to City land use and planning in terms of resource use, land use, traffic, community, etc.



The policies in the following three sections (LU-9 through LU-11) and associated goals and programs are not part of the certified LCP and shall not govern the review and approval of CDPs.

## **1. Sphere of Influence**

As defined in Government Code § 56076, the Sphere of Influence (SOI) “means a plan for the probable physical boundaries and service area of a local agency.” Spheres of Influence are designated by the Local Agency Formation Commission (LAFCo) based on various studies, including a Municipal Service Review (MSR). LAFCo also has responsibility for approving boundary changes and service connections outside City limits with a mandate of fostering orderly growth and development that promotes the efficient delivery of services and encourages the preservation of open space and agricultural lands. The SOI, after adoption, is used by LAFCo as a factor in making decisions on proposals over which it has jurisdiction. LAFCo adopted an SOI for Trinidad in 1984, but only a very small portion has been annexed into City Limits since that time. Trinidad's SOI is relatively small, only including a small portion of the Water Service Area. An update to the 2008 MSR is currently being prepared by LAFCo, which in turn will be used to update the SOI as needed.

In the past, there have been reservations regarding annexation from both inside and outside City limits. However, no recent public survey has been conducted. Benefits to the City from annexation include additional land use control, and potential increase in tax revenues, including property, sales and transient occupancy. In particular, annexation would allow the City to expand its OWTS management program and increase protection of the Trinidad Head ASBS. It has also been suggested that annexation would benefit the City by increasing the population base for running a City government. In addition, annexation could help the City meet State requirements such as provision of housing and accommodation of visitor services. One of the main advantages to residents of being annexed would be receiving City services, particularly water, at less cost. Other advantages would include more local representation and more convenient access to government services. The policies contained herein are based on the most current data and are intended to preserve the community's character.

### **Goal LU-9: To provide and maintain clear boundaries and policies for considering the future expansion of Trinidad**

#### Sphere of Influence Policies

**LU-9.1** Define the City's SOI based on the City's capacity to serve the area, particularly water. The City has prioritized Service Area subareas A, B and C (Figure 5) as priorities for future service and annexation. (CIRC-12.6)

**LU-9.2** The City supports annexation as a positive means of City expansion but shall carefully evaluate annexation proposals on a case-by-case basis. The City shall support/pursue only those annexations that:

- Promote orderly development and redevelopment of land;
- Promote efficiency in delivery of services;
- Are supported by a majority of the affected residents and property owners;
- Are beneficial to the City.

**LU-9.3** Avoid annexations of individual parcels or groups of parcels that are not contiguous with the City, and ensure proposed annexations are consistent with LAFCo policies and regulations.

#### Other SOI Initiatives

- Establish a Memorandum of Understanding between the City and Humboldt County regarding procedures for project review within the Trinidad SOI in order for the City to be able to efficiently review and comment on development projects in the County's jurisdiction within the City's SOI.

## **2. Water Service Area**

The "Water Service Area" (WSA) refers to those areas that do, or may in the future, receive water service from the City. Water supply and distribution, and the absence of sewage collection and disposal facilities, are the major determinants of the urban form and density of development in the WSA. The City has a substantial water right on Luffenholtz Creek, but the creek is small, and has only limited capacity to provide additional domestic water, particularly during droughts; climate change adds to the future uncertainty. The City's water plant also has limited storage and treatment capacity but is periodically upgraded as funding allows.

The City completed a number of water system related studies in 2019 to determine the City's capacity to serve additional users. It was found that the water plant does have some excess production capacity in normal to dry years. However, there is limited data regarding creek flows and other diversions and water rights on Luffenholtz Creek. And due to limitations in the wet well/infiltration gallery at the water plant, extracting water becomes increasingly more difficult at lower creek flows. That means that droughts and climate change may impact the ability of the City to provide water in the future. While there is currently enough excess production capacity at the water plant to serve future build-out of the City (plus an allowance for ADUs), there is not enough capacity to serve the City's entire WSA.

The WSA boundary is based on the areas currently connected to City water (Figure 5). In addition, a commercial area to the north has been included to allow the City to potentially provide water in the future in order to support commercial uses needed to serve residents of and visitors to Trinidad. The WSA could potentially become part of a Service District in the future, with greater powers, and a separate governing board that could include all or some of the Trinidad City Council. Please see the Public Services section of the Circulation Element for additional information regarding the City's water system.

**Goal LU-10: Manage City services to the maximum efficiency and benefit for residents as well as those outside City limits where appropriate.**

Water Service Area Policies

**LU-10.1** The City is responsible for periodically assessing the capacity of Luffenholtz Creek to provide anticipated demand for domestic water, including flow analyses that account for existing and potential riparian and appropriative rights, groundwater wells, droughts, and climate change.

**LU-10.2** Upgrades to the City's water system to improve efficiency, water quality and storage capacity will be completed as needed and as funding and capacity allow.

**LU-10.3** Users within City limits are given preference for service connections.

**LU-10.4** Consider expanding City services to areas outside City limits only if it can be done without reducing capacity needed to serve build-out within the City, without significantly increasing the costs to residents within City limits, or if it is a public health emergency; annexation is a prerequisite for any service expansions.

**LU-10.5** Prioritize connections outside of City limits based on the following factors:

- Areas where the City has the capacity to serve, while not removing capacity needed for users within City limits
- Areas where annexation is likely to be beneficial to the City
- Proposed use(s) that have been determined to be priority uses under the Coastal Act or City policies.

**LU-10.6** In the event of a proposal to expand the City water system, prospective customers shall enter into an agreement with the City to provide the necessary funds in whole or in part to defer the cost of system improvements.

### **3. Planning Area**

Government Code § 65300 provides that a City consider areas outside the City limits that have a bearing on planning for the City. The Planning Area might affect the City in ways such as increased traffic, impacts on water quality and quantity, or economic factors. The City of Trinidad has determined that activity affecting twelve coastal

watersheds, plus a small portion of the Little River watershed to incorporate the Moonstone Heights neighborhood of Westhaven, is the area of critical importance. It is in the interest of Trinidad to play a more active role in the decision-making processes involving land located within these watersheds, and to include them in the Planning Area. Trinidad has adopted this watershed-based approach to planning due to particular concerns about water supply, pollution, and impacts on coastal resources, because activities that occur in the upper watershed can affect downstream resources.

The designation of a Planning Area may also promote the establishment of cooperative efforts with other surrounding jurisdictions, landowners or interest groups, including Humboldt County, State Parks, Trinidad Rancheria, Green Diamond Resource Co. Westhaven Community Services District, Trinidad Coastal Land Trust, etc. This area also includes the area of interest of the Trinidad Bay Watershed Council. By adopting this specific Planning Area, the City defines the area where land use decisions affect Trinidad. Figure 4 shows the Planning Area.

The proposed Planning Area is centered on the greater Trinidad-Westhaven community. The Luffenholtz Creek drainage basin was included because it is the watershed for the City water supply and serves parcels adjacent to it and along the main line extension. Residential areas west of the freeway up to the Seawood interchange are included because they rely on the Trinidad area for commercial services and include visitor accommodations and facilities that support the local tourist and fishing industries. The forest area east of the freeway is included to ensure consideration of the potential impacts of activities to these coastal watersheds.

Land use designations on the lands under County jurisdiction surrounding the City differ from City designations. Since the City's Planning Area is under Humboldt County jurisdiction, the land use categories shown in Figure 6 correspond to the existing Humboldt County General Plan (Humboldt 21<sup>st</sup> Century, October, 2017). The area within the Coastal Zone is under the jurisdiction of the Trinidad Area Plan (TAP) The County General Plan and TAP provide for specific designations throughout the planning area. The reader is also referred to the County's current General Plan and LCP for discussion of the Urban / Rural areas and policies or findings that apply for development in the areas outside the City but within the City's Planning Area.

**Goal LU-11: Ensure the protection of the coastal watersheds, natural and community resources and the quality of life in and around Trinidad.**

Planning Area Policies

**LU-11.1** Request referrals from the County for projects within the Trinidad Planning Area and comment on relevant projects that could impact the City based primarily on goals and policies found throughout this General Plan, any other relevant plans, and considering any specific or unusual circumstances.



*Program LU-11.1.1* Assess impacts of development on the entire planning area when considering large projects and regional issues

*Program LU-11.1.2.:* Provide comments and input during any revisions of the County's General Plan, Trinidad Area Plan or implanting ordinances that may affect the Planning Area. Seek to have such plans recognize impacts that could occur to the City as a result of inappropriate changes that occur in the City's Planning Area.

*Program LU-11.2.3:* Review development projects, including timber harvest plans, that may affect Luffenholtz Creek, Mill Creek and other Planning Area watersheds and provide comments to regulatory agencies emphasizing the need to protect water quality and quantity.

*Program LU-11.2.4:* When commenting on development projects in the Planning Area, the City will focus on projects within the Luffenholtz Creek watershed and/or projects that have the potential to impact water supply, water quality and slope stability, and projects that could otherwise negatively impact residents. (CONS-1d.3)

**LU-11.2** The City supports the County's designation of Luffenholtz Creek as a Critical Municipal Water Supply Area and encourages the County to also designate Mill Creek as such, recognizing that these watersheds are primary or emergency water sources for the City and limited in area such that the streams are susceptible to potential risks of pollution and over-withdrawal resulting from development activities. (CONS-1d.3)

*Program LU-11.2.1:* Work with the County to ensure that Luffenholtz Creek remains designated as a Critical Municipal Water Supply Area and that it is included in any related implementation ordinance(s), thereby providing increased scrutiny of and special protections from land use activities that could affect the quality or quantity of water in the creek.

*Program LU-11.2.2:* Work with the County and other agencies to pursue known or suspected illegal development and water diversions within the Luffenholtz Creek watershed.

**LU-11.3** Encourage coordination efforts between Trinidad officials and agencies with jurisdiction in the City's Planning Area to review and address concerns about development projects that affect the Planning Area and the Trinidad Head ASBS/SWQPA.

*Program LU-11.3.1:* Request notification from responsible agencies (CA Dept. of Forestry and Fire Protection for Timber Harvest Planss, Army Corps of Engineers for fill or discharge permits, , Pacific Gas & Electric, etc.) whenever possible regarding activities that will occur within the City's Planning Area. Inform responsible agencies of the types of projects that could have impacts on the water quality of the water resources of the Planning Area.

*Program LU-11.3.2:* Maintain open communication with the Trinidad Rancheria, and encourage the Rancheria to keep the City informed of upcoming projects by providing pertinent background information and studies related to such projects and allowing the City to provide early input on development proposals that could impact the City.

*LU-11.5* Develop and maintain an open relationship with landowners within the Planning Area, particularly those in the Luffenholtz Creek watershed, in order to facilitate landowner awareness of the need for water quality protection.

*Program LU-11.5.1:* Pursue adoption of a public education program regarding pesticides and other hazardous chemicals, and when feasible, enter into a non-binding Memorandum of Understanding, or other agreement with property owners within the Critical Municipal Water Supply Area to minimize the use of these chemicals and reduce contamination of water supplies.

*Program LU-11.5.2:* Support the efforts of the Trinidad Bay Watershed Council to improve water quality in the Planning Area. Designate a City representative to participate in the Watershed Council meetings and other activities to the extent practicable.

*LU-11.6* Encourage responsible septic system design, installation, use maintenance and monitoring within the Planning Area.

*Program LU-11.6.1:* Pursue grant funding to monitor water quality and implement projects within the City's entire Planning Area to reduce pollution from onsite wastewater treatment systems. Encourage Humboldt County to participate to the maximum extent possible.

*Program LU-11.6.2:* Encourage and support the County to implement and enforce regulations regarding OWTS within the Trinidad Planning Area.

*Program LU-11.6.3:* Consider the feasibility and desirability of forming a Septic Maintenance District with the County that encompasses the area from Trinidad to Moonstone. (PUBL-18, CIRC-11.2)

## **A. LIST OF ACRONYMS USED IN THIS ELEMENT**

ADU: Accessory Dwelling Unit

ASBS: Area of Special Biological Significance

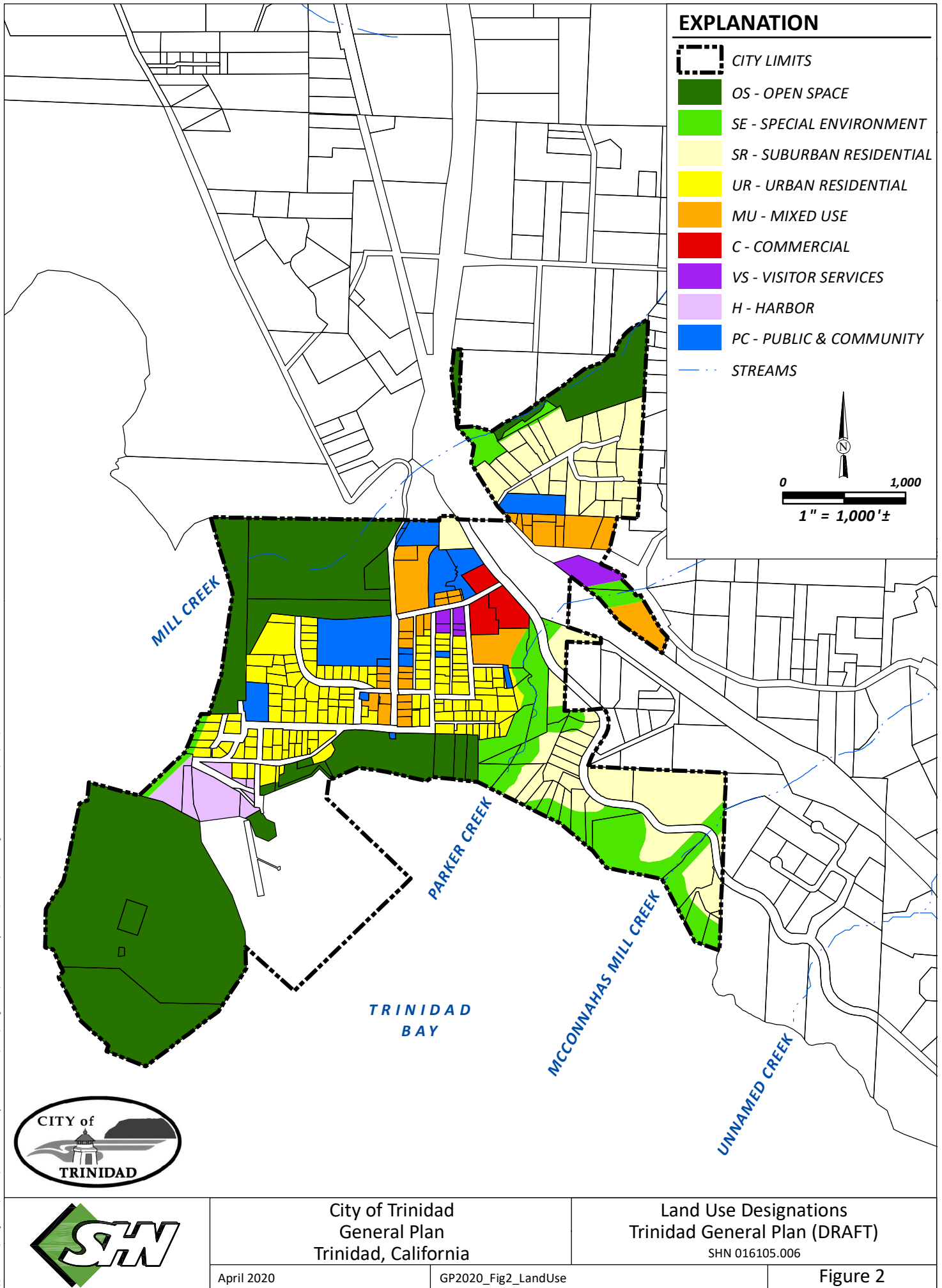
C: Commercial Zone

CD: Community Design Element (Policy)

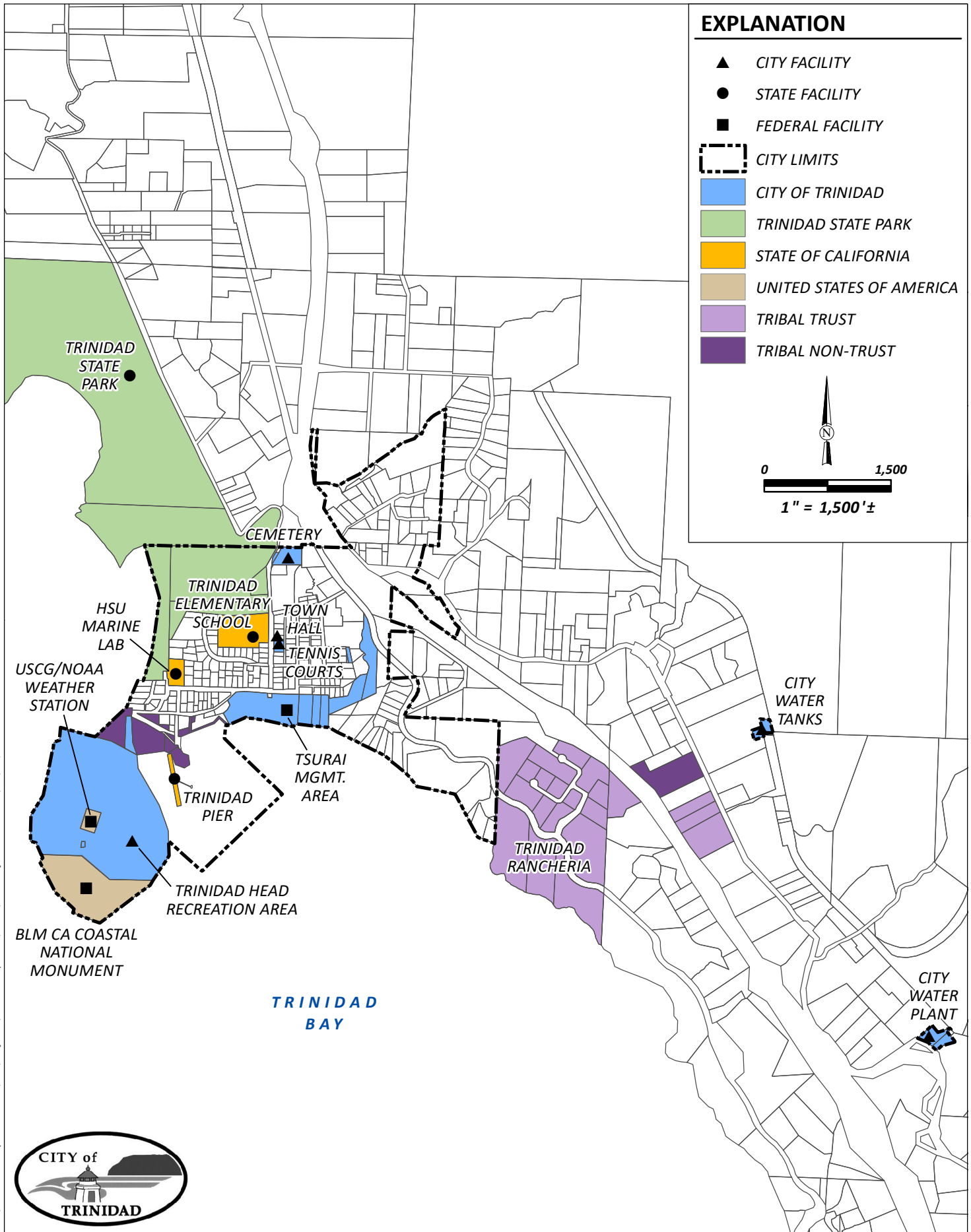
CDP: Coastal Development Permit

CIRC: Circulation Element (Policy)  
CONS: Conservation Element (Policy)  
EPA: Environmental Protection Agency  
ESHA: Environmentally Sensitive Habitat Area  
GHD: (Contract City Engineers)  
GHG: Greenhouse gas  
H: Harbor Zone  
HSU: Humboldt State University  
LAFCo: Local Agency Formation Commission  
LCP: Local Coastal Program  
LID: Low Impact Development  
LUP: Land Use Plan  
MSR: Municipal Services Review  
MU: Mixed Use Zone  
OS: Open Space Zone  
OWTS: Onsite Wastewater Treatment System  
PC: Public and Community Zone  
PUBL : Public Safety Element (Policy)  
RV: Recreational Vehicle  
SE: Special Environment Zone  
SLR: Sea Level Rise  
SOI: Sphere of Influence  
SR: Suburban Residential Zone  
SWQPA: State Water Quality Protection Area  
TAP: Trinidad Area Plan  
UR: Urban Residential Zone  
VS: Visitor Services Zone  
WSA: Water Service Area

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City of Trinidad  
General Plan  
Trinidad, California

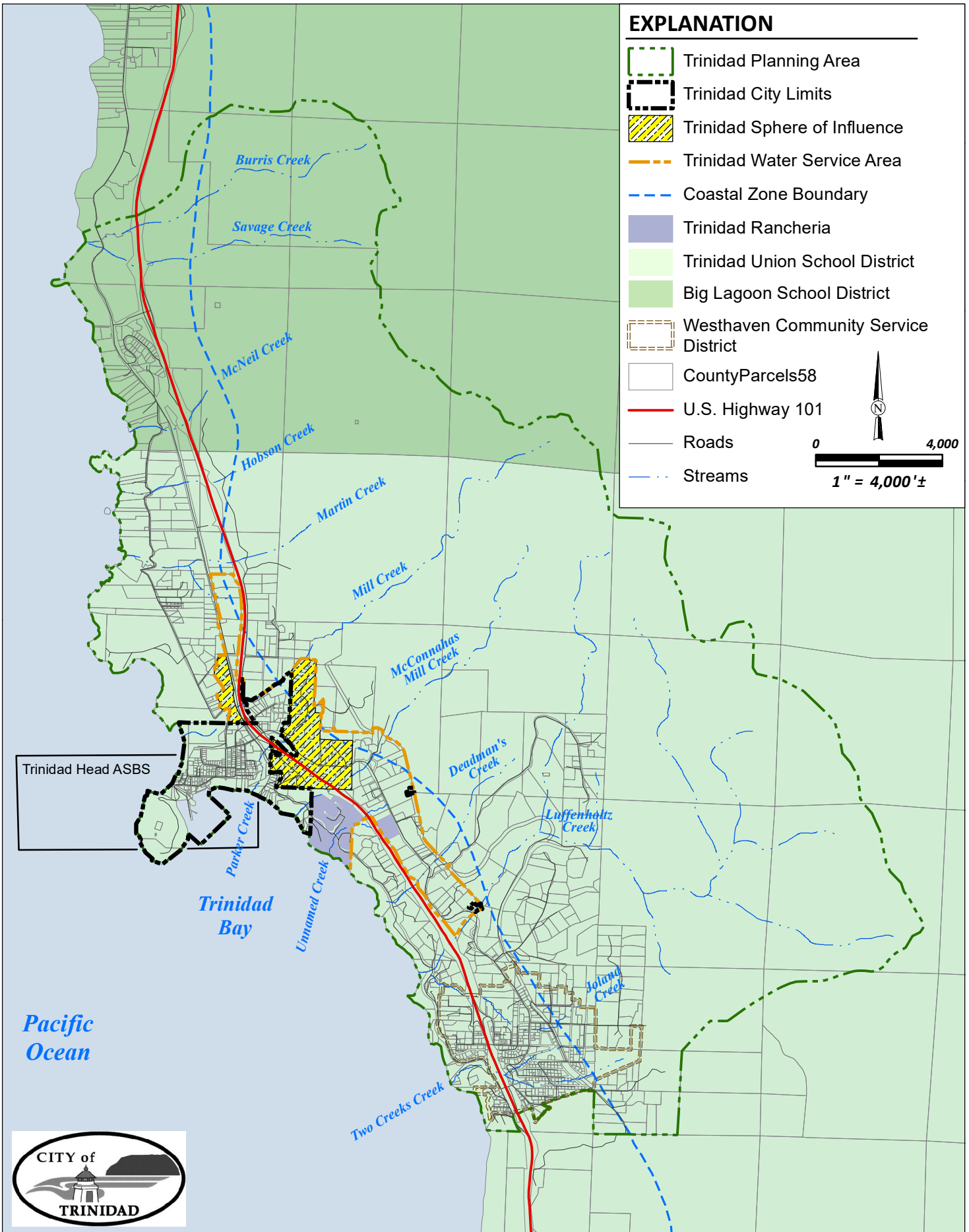
Government Facilities  
Trinidad General Plan (DRAFT)  
SHN 016105.006

April 2020

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Figure 3

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City of Trinidad  
General Plan  
Trinidad, California

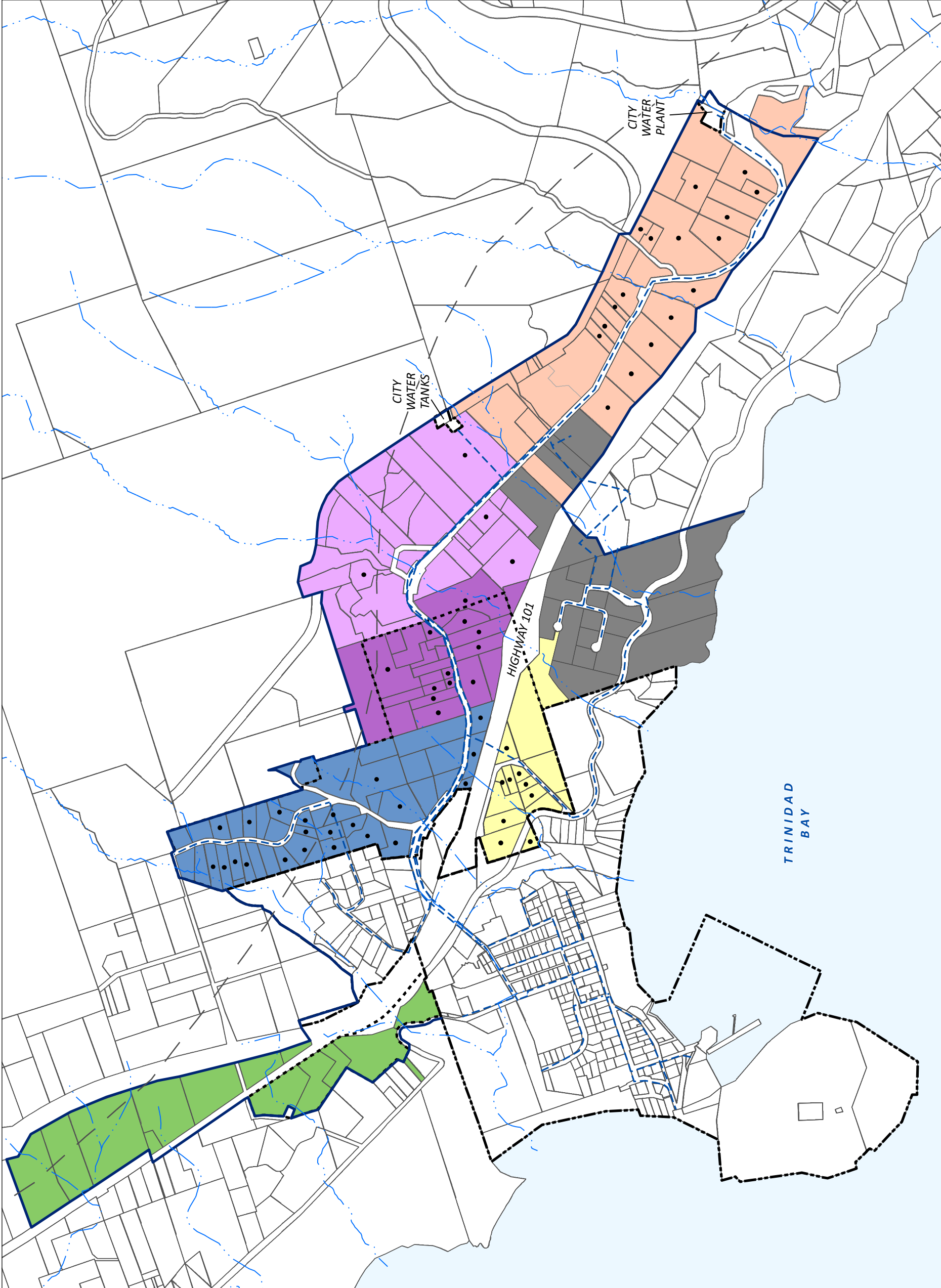
Planning Area  
Trinidad General Plan (DRAFT)  
SHN 016105.006

April 2020

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Figure 4





### EXPLANATION

- CITY WATER SERVICE AREA
- HAS EXISTING WATER SERVICE

### Service Subareas

A
B
C
D1
D2
E

TRINIDAD RANCHERIA  
(PUBLIC WATER SERVICE)

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WATERLINES

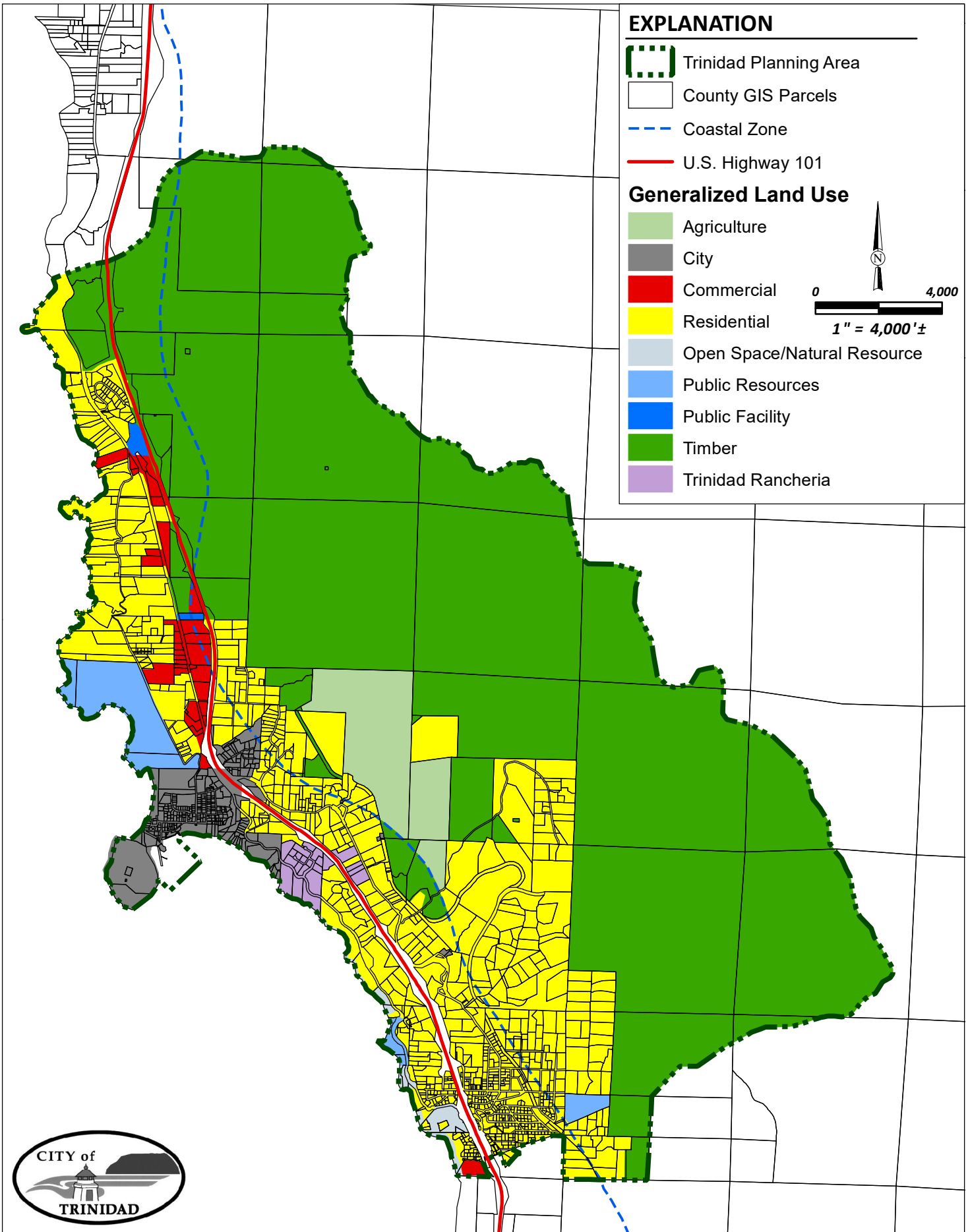
CITY BOUNDARY

SPHERE OF INFLUENCE

COASTAL ZONE BOUNDARY

CREEKS

\\Arcata\Projects\2016\016105A-CityOfTrinidad\GIS\Projects\GenPlanUpdate\2020\ USER: jsousa DATE: 4/10/20, 4:23PM



City of Trinidad  
General Plan  
Trinidad, California

Land Use Outside City Limits  
Trinidad General Plan (DRAFT)

SHN 016105.006

April 2020

GP2020\_Fig6\_LandUseOutsideCity

Figure 6





## **DISCUSSION AGENDA ITEM 5**

### **SUPPORTING DOCUMENTATION ATTACHED**

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5. Discussion/Decision Regarding Water Main Replacement for Van Wycke Area of Trinidad

## **DISCUSSION AGENDA ITEM**

### **July 14, 2020**

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#### **Item: Water Main Repair and Replacement for Van Wycke Area of Trinidad**

##### **Summary:**

A replacement water main is needed to serve southwest Trinidad. The area is currently served by a functional 4" water main on Edwards and an out of service 6" water main on Van Wycke. Due to the failed Van Wycke main, a temporary repair is needed to support adequate fire flows while permanent replacement of the water main is being planned and constructed. The contract City Engineer (GHD, Inc.) recommends 1) as soon as practicable, constructing a temporary bypass on Van Wycke. The cost for the temporary bypass may vary depending on input from CalFire and the Trinidad Fire Chief and is roughly estimated to be between \$15,000 and \$30,000. A more detailed cost estimate will be prepared once input has been received, and 2) proceed with planning and constructing a permanent water main, ideally within the next 12 months. This includes development of a preliminary engineering report.

##### **Background:**

The south edge of town borders an unstable bluff area. Since 2010, the Van Wycke right of way (ROW) has been slumping, and raising the likelihood that the buried water main would rupture and fail. A catastrophic failure of the water main would cause a disruption of water service to customers, discharge potable water down the unstable and culturally sensitive bluff area into the Trinidad Bay ASBS, and potentially empty the City storage tanks. As a precaution, the City shut off and isolated the Van Wycke segment of water main in the slumping area. Severe storms such as the one in 2017 further destabilized the bluff and the continued slumping of the Van Wycke right of way continues to affect all the utilities in that area. City staff have recently tested the line by slightly opening the upper isolation valve and found that the isolated line is leaking.

The contract City Engineer Patrick Sullivan (GHD, Inc.) recently ran a model of the water distribution system, including fire flows, as part of a larger water system and supply analysis. The model indicated fire flows could not be supported with the 6" water main out of service. Public Works Director Ryan DeSmet and Fire Chief Tom Marquette conducted fire hydrant pressure tests in southwest Trinidad and verified that fire flows in southwest Trinidad could not be provided. Staff have been working with the City Engineers to identify temporary and permanent repair options, develop cost estimates and to seek funding for the repairs.

##### **Current and potential impacts:**

- Inadequate pressure for fire flows in SW Trinidad
- Low pressure in SW Trinidad during hydrant testing or flushing
- Potential water main failure during firefighting in SW Trinidad due to negative pressure
- Potential introduction of contamination into the water main during firefighting in SW Trinidad due to negative pressure
- Potential for complete interruption of service in SW Trinidad
- Potential for draining the water system storage tanks & interruption of service in entire system

**Budget Implications and Financing:**

*Temporary Repairs:* The Water Fund has a balance in the neighborhood of \$1 million, so the estimated \$15,000 - \$30,000 for temporary repairs is available.

*Permanent Water Main Replacement:* The Grant Coordinator has identified several opportunities to fund the pre-development and construction of a permanent water line to replace the failed Van Wycke water line.

- USDA Water and Environmental Program (WEP)- the City is eligible for 75% grant funding plus 25% loan funding at interest rate of 1.125% - 1.5%. The City can combine this funding with other non-USDA funding such as DWSRF.
- USDA Special Evaluation Assistance for Rural Communities and Households (SEARCH) Grants – These \$30,000 grants pay for predevelopment planning costs to assist with preparation of an application for USDA WEP financing applications.
- Drinking Water State Revolving Fund (DWSRF) – 1.4% interest loans, loan forgiveness and grant programs are available for water system planning and construction projects.

The City of Trinidad intends to file applications for federal financial assistance with the U. S. Department of Agriculture, Rural Utilities Service. The project includes predevelopment and construction of a permanent water main. Any comments regarding this application should be submitted to the City of Trinidad at PO Box 390, Trinidad, CA 95570 or [cityclerk@trinidad.ca.gov](mailto:cityclerk@trinidad.ca.gov).

Staff will develop a SEARCH grant application for up to \$30,000 for preparation of a preliminary engineering report (PER). The PER is required for the USDA application for construction funding. GHD, the contract City Engineer will prepare a PER scope of services, as requested by staff, not to exceed \$30,000. The City may also apply for a SEARCH grant of up to \$30,000 to prepare a WEP financing application and develop the NEPA environmental documentation.

**Staff Recommendations:**

- Authorize the City Engineer to develop emergency temporary repair plans and cost estimate for City review.
- Authorize the Public Works Director to proceed with temporary repairs to be paid from the Water Fund.
- Direct Staff to pursue funding for predevelopment and construction of a permanent water line.
- Authorize staff to negotiate and execute an agreement with GHD not to exceed \$30,000 to develop a PER to be paid with SEARCH Grant funds.

**Attachments:** None



## **DISCUSSION AGENDA ITEM 6**

### **SUPPORTING DOCUMENTATION ATTACHED**

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6. Discussion/Decision Regarding Government to Government Meeting Policy.

## **Agenda Item – Government to Government Meeting Policy**

**Date: July 14, 2020**

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### **Government to Government Meeting Policy**

Reference: Government to Government (G2G)

1. G2G are meetings of less than a quorum of the City Council where no binding actions can be taken. An example of a G2G working group would consist of two Council Members and the City Manager.
2. The Agenda for upcoming G2G meetings will be provided to the Council in advance.
3. All topics discussed at a G2G meeting need to be reported out at the next City Council meeting. This creates more transparency for the Council and the citizens.
4. If any actions need to be taken stemming from discussions at a G2G meeting, those actions will be addressed at a City Council meeting.

### **Council Action:**

- Adopt Government to Government (G2G) meeting policy
- Modify and Adopt G2G meeting policy
- Decline G2G meeting policy



## **DISCUSSION AGENDA ITEM 7**

### **SUPPORTING DOCUMENTATION ATTACHED**

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7. Discussion/Decision to Reinstate Additional Half-Time Deputy Sheriff Position.

## **Agenda Item – Reinstate Additional Half-Time Deputy Sheriff Position**

**Date: July 14, 2020**

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### **Summary:**

The City of Trinidad has received Measure Z funding in the past and applied it to an additional Half-Time (20 hour) Deputy Sheriff position. The Sheriff has not been able to provide an additional deputy sheriff for the last two Measure Z funding cycles, and therefore we have not received the additional funding.

The City of Blue Lake has a second deputy sheriff position which they are willing to share with the City of Trinidad. Although we do not have the Measure Z funding for this budget year, it is suggested that we use reserve funds for this year to take advantage of the half-time deputy sheriff position (while it is available). The City will reapply for Measure Z funding for the next budget year for the half-time position.

The City will be renegotiating the Sheriff's contract this year. It is estimated that the half-time deputy sheriff position will cost the City approximately \$85,000. The City will be receiving \$50,000 from CARES Act funds for COVID-19 related expenses. A portion of each Deputy's cost can be reimbursed as it relates to COVID-19 enforcement.

### **Council Action:**

- Approve the Half-Time Deputy Sheriff position
- Deny the Half-Time Deputy Sheriff position



## **DISCUSSION AGENDA ITEM 8**

### **SUPPORTING DOCUMENTATION ATTACHED**

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8. November Election Schedule and Upcoming Deadlines



# DISCUSSION AGENDA ITEM

Date: Tuesday, July 14, 2020

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Item: November Election Schedule and Upcoming Deadlines

**Background Info:** The City's November 03, 2020 Election ballot will include the Sales Tax Continuation Measure, and Two (3) Councilmember seats.

The list of deadlines related to the Election is as follows:

- **On or before July 16 - Election Notice:** A notice will be published in the 3 locations throughout the City (City Hall, Murphy's Market, and the Trinidad Post Office), and in the Times-Standard & Mad River Union announcing the November Election and the Council positions available.
- **July 13 – Candidate Nomination Period Opens:** Anyone who wants to file as candidate for one of the (3) open positions may pick up nomination packets from the Clerk's office at the Town Hall. Fee for filing a candidate statement in the election ballot is \$375. Payment must be made when the nomination packets are submitted. ***Deadline for incumbents to file nomination papers is 2:00pm, Friday, August 07.***
- **On or before August 04** – Notice Published to Accept Arguments For/Against Sales Tax Increase; The City Clerk must file a notice to the public announcing that anyone who wishes to file arguments for or against the Sales Tax Increase continuation measure may do so by the deadline of 2:00pm, Friday, August 12.
- **August 07 – Deadline for Incumbents to file Nomination Packet**
- **August 12 – Extended Deadline for Candidate Nomination Packets IF NO INCUMBENTS file for the positions.** If an incumbent member of an office does not file a declaration of candidacy by 2:00 pm on August 7, 2020, any person other than the incumbent may file a declaration of candidacy by 2:00pm on August 12, 2020. This provision does not apply if there is no incumbent eligible to be elected. Any candidate who has filed may withdraw his or her declaration of candidacy up until 2:00pm on the last day to file.
- **August 12 – Deadline to file Arguments For/Against the Sales Tax Increase**
- **August 24 – Deadline to file REBUTTALS to Arguments For/Against Sales Tax Increase.**
- **November 08 – Election Day**

**Staff Recommendation:** Review and file. Clerk will notify the Council and public of each deadline as it approaches. Monthly election progress reports will be included in the packets each month.

**Attachments:** None.



# NOTICE AND CALL FOR THE 2020 CITY ELECTION

**POSITIONS AVAILABLE:**

CITY COUNCILMEMBERS (3)

**LENGTH OF TERM:**

**SEAT 1:**

NOV. 2020 – NOV. 2024 (4-Years)

**SEAT 2:**

NOV. 2020 – NOV. 2024 (4-Years)

**SEAT 3:**

NOV. 2020 – NOV. 2022 (**2-Years**)

**FILING DEADLINE:**

WEDNESDAY, AUGUST 12, 2020

**ELECTION DATE:**

TUESDAY, NOVEMBER 03, 2020

Notice is hereby given, pursuant to the California State Elections Code, that the **City of Trinidad** will hold an election on Tuesday, November 03, 2020 and invites you to serve one of (3) vacant seats available aboard the Trinidad City Council.

For candidate documents, rules, and nomination requirements, contact:

**Gabriel Adams**

Trinidad City Clerk

707.677.0223

[www.trinidad.ca.gov](http://www.trinidad.ca.gov)

[cityclerk@trinidad.ca.gov](mailto:cityclerk@trinidad.ca.gov)

9:00am – 2:00pm, Monday-Friday.

**TRINIDAD CITY HALL**  
P.O. Box 390  
409 Trinity Street  
Trinidad, CA 95570  
(707) 677-0223

**Steve Ladwig, Mayor**  
**Gabriel Adams, City Clerk**



**NOTICE OF ELECTION & NOTICE OF DATE FIXED FOR SUBMISSION OF ARGUMENTS FOR  
MEASURE E - CITY OF TRINIDAD TRANSACTION AND USE TAX EXTENSION**

**NOTICE IS HEREBY GIVEN** to the qualified electors of the City of Trinidad that an election shall be held on the 3<sup>rd</sup> of November, 2020 for the purpose of submitting to the voters of the City the following measure:

**Shall a  $\frac{3}{4}$  cent transaction and use tax be continued in the City of Trinidad for four years,  
starting on April 1, 2021.**

**Yes**

**No**

**NOTICE IS FURTHER GIVEN** that written arguments shall be submitted to the Elections Officer, the Trinidad City Clerk, **no later than 2:00pm, Wednesday, August 12, 2020**, until which time arguments may be changed or withdrawn by the proponents until and including the date fixed for filing arguments. Trinidad City Hall is located at 409 Trinity Street, P.O. Box 390, Trinidad, CA 95570. The phone number is 707-677-0223.

The City Council or any member or members of the City Council authorized by the Council or any individual voter who is eligible to vote on the measure or bona fide association of citizens or any combination of such voters and associations may file written argument(s) for or against the measure.

No arguments submitted will be accepted unless accompanied by the name(s) or the person(s) submitting it, or if submitted on behalf of an organization, the name of the organization and the name of at least one of its principal officers.

No arguments shall exceed 300 words in length.

Arguments submitted shall be entitled either "Argument in Favor of Measure E" or "Argument Against Measure E".

If more than one argument for the measure or more than one argument against the measure is submitted to the Elections Officer within the time prescribed, the City Clerk, as the Election Officer, shall select one argument in favor of the measure and one argument against the measure for printing and distribution to the voters of the City of Trinidad.

**NOTICE IS FURTHER GIVEN** that on the 3<sup>rd</sup> of November, 2020, the polls shall open at 7:00 AM and shall close at 8:00 PM.

Dated: July 13, 2020

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**Gabriel Adams**  
Trinidad City Clerk  
Elections Officer